Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Students must have achieved a grade point average of at least 2.0 in 24 units of letter-graded work or 3.0 in 12 units, and
- At least two years must have elapsed from the time the course work to be removed was completed.
- Not more than 30 units may be renewed.
- A prerequisite course in a sequence of courses within a discipline for which the subsequent course has been completed with a satisfactory grade may not be renewed.

Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student’s grade point average, the student’s permanent academic record should contain an accurate record of all coursework to ensure a complete academic history. Alleviated grades will have the code “04” (alleviation of unsatisfactory grade) on the transcript next to the grade, or the letter R (Replaced).

Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

Students desiring academic renewal should obtain a petition from a counselor, who will determine if the four stated conditions have been met. Signed petitions will be sent to the Director of Enrollment Services, who will act for the Academic Council. If the four conditions are met, the petition will be granted. Cases needing special deliberation will be brought directly to the Academic Council. A student may petition for academic renewal of his/her Cabrillo record with an official transcript from another college or university, if he/she passed a course at another college for which a substandard grade was received at Cabrillo, as long as the four stated conditions are met.

*Legal Reference: Title 5 Section 55046*

Adopted: September 5, 2013
Reviewed: December 18, 2014 (IC)