Chapter Three: Instruction and Instructional Programs

AP 4241
Progress Renewal

Students may petition to have their academic record reviewed for Progress Renewal of substandard academic performance (excessive grades of NP, NC, W, or I) under the following conditions:

- At least two years must have elapsed from the time the course work to be renewed was completed.
- The student has subsequently achieved a grade point average of at least 2.0 in 12 units of work, or 12 units with a P grade.
- In the terms subsequent to the courses to be renewed, the percentage of all units enrolled in which a NP, NC, W, or I was recorded, is less than 50%; further, the student completes two consecutive semesters without receiving any grades of NP, NC, W, or I.

Progress Renewal actions are irreversible. When Progress Renewal procedures permit previously recorded substandard coursework to be disregarded in the determination of academic standing, 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).

Students desiring Progress Renewal should obtain a petition from a counselor, who will determine if the 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 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 Progress Renewal of his/her Cabrillo record with an official transcript from another college or university, if the above conditions are met.

Adopted: December 5, 2013 (IC)