



Reference: *Title 5 Section 55046*

A student's past substandard academic performance may not, for a variety of reasons, be reflective of the student's subsequent demonstrated ability. In such instances, the student's prior record may impair progress toward a legitimate educational goal.

Whenever possible, student should be advised to repeat courses for which substandard grades were received rather than seek academic renewal.

Students may petition to have their academic record reviewed for academic renewal of substandard (grades of D or F) academic performance at West Hills College. The student seeking academic renewal is responsible for presenting evidence to the effect that the previously recorded work was substandard and is not reflective of more recently demonstrated academic ability. Evidence of recent academic ability may include, but is not limited to, the following:

- Students must have achieved a grade point average of:
 - 24 semester units of course work with a GPA of 2.00 OR
 - 18 semester units of course work with a GPA of 2.50 OR
 - 12 semester units of course work with a GPA of 3.00
- At least two (2) or more years must have elapsed from the time the course work to be removed was completed.

Up to 12.0 semester units of course work districtwide may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal include those that were used in issuing a degree or certificate.

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.

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 should meet with a counselor before taking action to request academic renewal. The student may request consideration for academic renewal from a counselor. For students petitions for alleviation of substandard work:

- A District petition form (available online) is completed by the student and the counselor to determine eligibility for academic renewal.

- If academic renewal conditions are met, the signed form is forwarded to the Registrar or his/her designee for review, processing, and transcript notations.
 - If academic renewal conditions are not met, the determination is communicated to the counselor by the Registrar or his/her designee for communication to the student petitioner.
- For approved petitions, the Registrar or his/her designee annotates the student's permanent record so that it is readily evident to all users of the records that substandard work is alleviated.
 - All coursework will remain legible on the student's permanent record (transcript) ensuring a true and complete academic history.
 - Notation is made at the time approval is granted for academic renewal.
- The Registrar or his/her designee communicates to the counselor that the student's record was annotated and academic renewal process completed. The counselor informs the student of process completion.

The transfer status of academic renewal actions are determined based on the policy of the college to which a student transfers.

Date: 7/24/18