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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4240 ACADEMIC RENEWAL****Reference:**

Title 5 Section 55046

**Responsibilities**

- A. The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these procedures relating to orderly administration of academic renewal.
- B. The Dean of Enrollment Services shall be responsible for maintaining orderly administration of academic renewal.

**Definitions**

Definitions of all terms used in these procedures shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges. Substandard credit coursework is defined as a credit course completed when a student attains of a grade of D or F.

**Academic Renewal**

Academic Renewal is defined as the process by which a student's previously recorded substandard credit coursework is disregarded.

A student may petition the Dean of Enrollment Services to disregard substandard credit coursework under the following conditions:

- A. A student must have completed a minimum of 12 units of lower division credit coursework at a regionally accredited college/university with at least a 2.0 grade point average after the selected coursework to be disregarded.
- B. At least one term/semester must have elapsed since the substandard credit coursework was recorded.
- C. A student may request that up to 30 units of substandard credit coursework be annotated and disregarded in the computation of the student's cumulative grade point average or requirements for degree. Only those requested courses with substandard credit grades (D or F) will be disregarded.

- D. All coursework, including substandard coursework, shall remain on the official record. The transcript shall be appropriately annotated to indicate that academic renewal has been applied. 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.
- E. A student may be granted Academic Renewal multiple times by the College for up to 30 units maximum excluding course repetition. Once granted, academic renewal is irreversible.
- F. Academic Renewal by Long Beach City College does not guarantee that other institutions will honor this action. It is the student's responsibility to ensure that the transfer institution will approve of Academic Renewal from Long Beach City College.
- G. Once a certificate or degree is posted on the official transcript at Long Beach City College, Academic Renewal will not be available.

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.

Also see AP 4240 Academic Renewal.

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**Approved:** May 8, 2007

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