

**CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.22.1 (AP 4240)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 6.22.1 Academic Renewal
Adoption Date: 9/13
References: Title 5 Section 55046

1. Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the conditions described in Board Policy 6.22.
2. Information about the number of units of course work that may be eliminated from consideration in the cumulative grade point average is included in Board Policy 6.22.
3. Academic renewal actions are irreversible.
4. 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.
5. To request Academic Renewal, a student must file a formal petition to the Office of Admissions and Records.