

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: ACADEMIC RENEWAL	Number: AP 6.27
Legal Authority: Title 5 California Code of Regulations Section 55046	

A. A student may petition to have previous substandard college grades of “D” or “F” excluded from grade point average calculations if that work is not reflective of the student’s present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student’s course work, including excluded classes.

B. A request for academic renewal will be granted under the following conditions:

1. A student must have completed at an accredited college at least 12 degree applicable semester units with a grade point average of at least 3.0, at least 18 degree applicable semester units with a grade point average of 2.5, or at least 24 degree applicable semester units with a grade point average of at least 2.0. These units must be earned subsequent to the last grade of “D” or “F” to be excluded.
2. At least one year must have elapsed since the last “D” or “F” grade to be excluded.
3. A maximum of 24 units can be excluded from the grade point average, and academic renewal will only be granted once.

C. A student’s official transcript will include a notation of when the request for academic renewal was granted.

D. Grades from other accredited institutions may be used to satisfy the requirements of academic renewal.

E. Only courses taken at City College of San Francisco qualify for academic renewal.

F. Once an Associate Degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.