



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4240 ACADEMIC RENEWAL

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic dismissal. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Pre-college level English, ESL, and math coursework shall not be counted toward the limitation of 30 semester units.

Final approval of the petition will be granted by the Admissions and Records Office. Academic renewal is irreversible.

To qualify for academic renewal, the student must meet the following criteria:

1. Coursework to be disregarded is limited to “D” and “F” grades in courses not subsequently completed with a “C” or better at SMC.
2. The student’s performance is not reflective of their demonstrated ability.

After the semester or session of the coursework to be disregarded, the student must have completed a minimum of 12 consecutive semester units with a 2.0 GPA at an institutionally accredited institution. Consecutive semester units must have been completed any time after the semester or session of the coursework to be disregarded.

3. There must be a lapse of at least six months after the semester or session of the coursework to be disregarded.

All coursework will remain legible on the student's permanent record, ensuring a true and complete record. The student’s permanent record shall be annotated so that it is readily evident to all users of the record that any course disregarded may not satisfy certificate, degree, or general education course requirements.

Academic renewal petitions may be submitted after degree, certificate or general education certification were awarded only if the course was not used to satisfy a requirement.

Reference: Title 5, Section 55046; Education Code Section 70901.5

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