



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4245 PROGRESS RENEWAL

Progress renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from progress probation or progress dismissal. The student must meet with a counselor and complete a progress renewal petition. All coursework will remain legible on the student's permanent record, ensuring a true and complete record. A maximum of 30 semester units may be disregarded under this policy. Pre-college level English, ESL, and math course work 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. Progress renewal is irreversible.

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

1. Coursework to be disregarded is limited to Withdrawal (“W”), No Credit (“NC”), and No Pass (“NP”) grade notations.
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, without any Withdrawal (“W”), No Credit (“NC”), or No Pass (“NP”) grade notations.

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 on the student’s permanent record, ensuring a true and complete record.

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

Reviewed and/or Updated: 12/09/03; 07/22/08, 11/4/14, 10/28/15, 11/18/20, 4/18/2024
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