

student must present evidence of the extenuating circumstance(s).

Original copies of the instructor grade reports will be retired to microfilm after a five-year retention period. Grade changes shall not be made after that time.

Academic Renewal

Academic Renewal, in accordance with the California Education Code Sections 55764 and 55765, is a process that permits the alleviation of substandard (D's, F's) academic coursework not reflective of the student's current scholastic ability. Grades alleviated by this process will be disregarded in computing the student's grade point average.

For students to be eligible for academic renewal, a period of at least two (2) years must have elapsed since completion of the coursework to be disregarded. The student may petition the Dean of Enrollment Services at Las Positas College for academic renewal upon completion of the following:

- A minimum of 12 units taken consecutively at a regionally accredited institution with a grade point average of 2.5 or better; or
- A minimum of 20 units with at least a 2.0 grade point average.

Upon approval, the student's permanent record shall be annotated in such a manner that all courses disregarded shall remain legible on the transcript, indicating a true and accurate history of the student's record.

Students may petition for academic renewal only once. Once the academic renewal process has been completed, it cannot be reversed. A maximum of 24 units of work may be renewed.

Academic renewal at Las Positas College does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

Catalog Requirements / Continuous Attendance

A student in continuous attendance in regular semesters may, for the purpose of meeting degree or certificate requirements, elect to meet the requirements in effect at any time during their period of continuous attendance at the Chabot-Las Positas Community College District.

Graduation requirements are listed in the Catalog. If a break in attendance occurs before graduation requirements have been met, the graduation requirements that apply to the student are those listed in the Catalog in force at the time continuous studies are resumed.

Continuous attendance is defined as enrollment in at least one semester during the academic year excluding summer session. Any academic record symbol (A-F, P/N, I, IP, RD, W) shall constitute enrollment. A student who drops out for one academic year or more is considered to be a returning student.

The Las Positas College Catalog Requirements and Continuous Attendance Policy do not necessarily apply to requirements in effect at transfer institutions. Courses applicable toward major and general education requirements may change. Students who are planning to transfer are advised to consult the catalog of the university to which they will transfer.

Notice of Unsatisfactory Work (Early Alert)

Instructors may notify students of unsatisfactory work at any time during the semester. Such notices are given to the student in person or mailed to the student at his/her home address. Excessive absences, academic deficiency, and failure to submit assignments constitute reasons for notices of unsatisfactory work. A student who receives such notices, or any student who experiences difficulty with academic achievement, is encouraged to consult with his/her instructor and counselor for assistance.

Scholastic Standards

The Academic Standards Policy of Las Positas College is established to assist students in making appropriate educational plans. There are two indices to academic standards: Academic Status and Academic Progress.

Academic Probation and Dismissal

A student who has attempted at least 12 semester units of college courses and has a cumulative grade point average of less than 2.0 will be placed on Academic Probation I.

A student on Academic Probation I who does not raise his/her cumulative grade point average to 2.0 or higher in the following semester will be placed on Academic Probation II.

Veterans lose certification for Veterans Benefits after two semesters of academic probation; refer to the Office of Veterans Affairs.

A student on Academic Probation II who does not raise his/her cumulative grade point average to a 2.0 or higher in the following semester of attendance will be dismissed. The first time a student is dismissed, he or she may apply for readmission after one semester, summer session not included, of non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance or upon appeal to the Vice President of Student Services. Summer session does not count as a semester in determining academic status.

Removal of Poor Academic Status

Once a student on academic probation raises his or her overall (cumulative) grade point average to a 2.0 ("C") or higher, s/he will be taken off Academic Probation status and will become a "student in good standing."

Progress Probation and Dismissal

Progress Probation is determined by the percentage of cumulative units with grades of W, N, or I (Poor Progress Grades). A student who has attempted 12 cumulative semester units of College course work will be placed on Progress Probation I if 50% or more of the cumulative units attempted resulted in Poor Progress grades.

A student on Progress Probation I who does not reduce his/her percentage of cumulative poor progress units to below 50% will be placed on Progress Probation II.

If a student on Progress Probation II continues to have 50% or more of his/her cumulative units made up of Poor Progress grades in the following semester, s/he will be dismissed. The first time a student is dismissed, he or she may apply for readmission after one semester (summer session not included) of non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance or upon appeal to the Vice President of Student