



Operating Protocol & Procedure

Details:

Number: 324

Title: Academic Renewal

Category: Students

Office of Primary Responsibility: Records Office

Approval Date: 12/14/20

Effective Date: 12/14/20

Revised: 5/6/24

Reviewed: May 2024

Purpose:

To designate parameters for academic renewal.

Applicability:

Students

Definitions:

Academic Renewal – The process by which students can request to have previously earned D and F grades removed from calculations for academic standing, academic recognition, honors, cumulative grade point average (GPA), and eligibility for graduation.

- Academic Standing –The academic status assigned to students at the end of every term they are registered in classes at PCC. It is calculated after grades are posted at the end of every academic term and is based on current and prior academic performance. Academic Standing identifies students as either in good standing or at academic risk depending on their grade point average and satisfactory academic progress rate.
- Academic Recognition – A per-term academic distinction used to recognize a level of scholarship demonstrated by a full-time student. Levels are Dean’s List, Vice President’s List, and President’s List.
- Honors – Recognition awarded upon graduation to students who complete the requirements for an associate degree and earn a 3.5-or-better cumulative GPA.
- Cumulative GPA – A student’s overall GPA, calculated by dividing total quality points earned in college-level classes by the total number of college-level credit hours taken.
 - Quality Points – Used to calculate GPA, the number of credits taken times the point value of the grades earned (A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points). For example, a student who took a 3-credit class and earned a B grade receives 9 quality points (3 credits x 3 grade points) for the class.

References:

[PCC Catalog](#)

Attachments/Related Documents:

Academic Renewal Form (found on the Portal on the Students tab)

Operating Protocol:

Students may apply to have previously earned below-standard grades excluded from the calculation of their cumulative GPA.

- A maximum of 30 credit hours can be excluded.
- Courses and grades approved for Academic Renewal remain on the transcript but are excluded from any GPA calculation(s).
- Academic Renewal applies to D or F grades only (U, U/D, U/F, and W grades are not included in the calculation of GPA).
- In order to apply for Academic Renewal, students must wait a minimum of two academic years from the last term being considered for Academic Renewal.
- Students must be enrolled and have completed at least six credits with a 2.0 term GPA to be awarded Academic Renewal. The term in which the six credits/2.0 GPA is achieved may have occurred any time after the last term being considered for Academic Renewal and includes the term in which the student applies for Academic Renewal. For a Reverse Transfer Degree only, the student may fulfill this requirement by demonstrating enrollment in at least six credit hours with a 2.0 term GPA during the last semester of attendance at a four-year institution.
- Students can apply for Academic Renewal only once. It is not reversible.
- Approved Academic Renewals are posted at the end of term in which the student submits the renewal request.
- D and F grades earned at San Juan Basin Technical College or at PCC prior to 1990 are not eligible for Academic Renewal.

Procedure:

Enrolled students who wish to have previously earned D and F grades excluded from calculations for academic standing, academic recognition, honors, cumulative grade point average (GPA), and eligibility for graduation may submit the Academic Renewal form to the PCC Records Office. The form will be reviewed, and the student notified of the results of the review. Grades approved for renewal will be noted as excluded from GPA in the Banner student information system at the end of the term in which the student applies for Academic Renewal.