

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-010-156

Revision of Academic Renewal Policy for Semester  
Conversion

Academic Affairs Committee

Date: 23 January 2017

Executive Committee  
Received and Forwarded

Date: 25 January 2017

Academic Senate

Date: 01 February 2017  
First Reading

**Background**

The existing policy has been revised to be consistent with semester terminology and to better align with the wording of EO 1037.

**Resources Consulted**

University Manual Policy 1417 Academic Renewal  
CSU EO 1037 Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals

**Discussion:**

The current posted policy and respective EO are:

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1417**

**ACADEMIC RENEWAL**

Under unusual circumstances, a student may be permitted to graduate without consideration of up to a total of three quarters or two semesters of academic work if all requirements for graduation have been met. Application for Academic Renewal is made during the quarter in which the applicant plans to graduate. The following conditions must prevail:

1. Five years have elapsed since the most recent work to be disregarded was completed and the student's GPA is too low to qualify for graduation.
2. Since the completion of the work to be disregarded, the applicant has completed, at this university, 22 quarter units with at least a 3.0 GPA, 45 quarter units with at least a 2.5 GPA, or 67 quarter units with at least a 2.0 GPA. Work completed at any other institution shall not be used to satisfy this requirement.

The student may apply for removal of work from degree consideration in a letter to the Committee on Academic Renewal through the Associate Provost for Undergraduate Studies. The letter shall specify which semester(s) or quarter(s) of previous work are to be removed from consideration with supporting statements providing evidence that:

1. The work is substandard and not representative of the student's present scholastic ability and level of performance.
2. The level of performance represented by the work under consideration was due to described extenuating circumstances.
3. The applicant would need to complete additional units of work and enroll for one or more additional quarters to qualify for the baccalaureate degree if request is not approved.

If the committee acts favorably upon the request, the student's academic record will be annotated to show no work taken during the disregarded term(s), even if satisfactory, may not apply toward baccalaureate requirements.

All work, whether or not discarded, will remain on the student's permanent academic record.

Academic renewal is not available to graduate students.

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**Executive Order:** 1037

**Effective Date:** August 1, 2009

**Supersedes:** Executive Order Nos. 792, 320, and 213

**Title:** Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals

### Section C. Academic Renewal

1. Under certain circumstances, a campus of the university may disregard up to two semester or three quarters of previous undergraduate coursework taken at any institution from all considerations associated with the requirements for a baccalaureate degree.

These circumstances are:

- 1.a. The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and
- 1.b. The previous level of performance was due to extenuating circumstances, and
- 1.c. All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.

University policy regarding academic renewal is not intended to permit the improvement of a student's grade point average beyond what is required for graduation.

2. Final determination, that one or more terms shall be disregarded, shall be based on careful review of evidence by a committee appointed by the president, which shall include the designee of the chief academic officer and consist of at least three members.

Such final determination shall be made only when:

- 2.a. Five years have elapsed since the most recent work to be disregarded was completed, and
- 2.b. The student has earned in residence at the campus since the most recent work being considered was completed:

- 2.b.i. 15 semester (22 quarter) units with at least a 3.0 GPA or
- 2.b.ii 30 semester (45 quarter) units with at least a 2.5 GPA or
- 2.b.iii 45 semester (67 quarter) units with at least a 2.0 GPA

When such action is taken, the student's record shall be annotated so that it is readily evident to users of the record, that NO work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of degree requirements. However, all work must remain legible on the record.

If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution's policy. But, elimination of any coursework's consideration shall reduce by one term the two semester/three quarter maximum on the application of academic renewal to an individual CSU student's record. Campuses may adopt more stringent policies with regard to academic renewal, but no more lenient policy may be used regarding the removal of coursework being considered for the meeting of baccalaureate degree requirements.

### **Recommendation:**

The Academic Affairs Committee recommends adoption by the Academic Senate and recommendation to the President to approve the following revision to Policy No. 1417 and to accordingly update it in the online University Manual.

## **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1417\***

### **ACADEMIC RENEWAL**

Under unusual circumstances, an undergraduate student may be permitted to disregard up to two semester or three quarters of previous undergraduate coursework taken at any institution from all considerations associated with the requirements for a baccalaureate degree. Academic renewal is not available to graduate students. Under unusual circumstances a student may be permitted to graduate without consideration of up to a total of three quarters or two semesters of academic work if all requirements for graduation have been met. This policy is not intended to permit the improvement of an undergraduate's grade point average beyond what is required for graduation. Application Formal requests for Academic Renewal is made during the quarter semester in which the applicant plans to graduate. The following conditions must prevail:

1. Five years have elapsed since the most recent work to be disregarded was completed and the student's GPA is too low to qualify for graduation.
2. Since the completion of the work to be disregarded, the applicant has completed, at this university, 15 semester (22 quarter) units with at least a 3.0 GPA, 30 semester (45 quarter) units with at least a 2.5 GPA, or 45 semester (67 quarter) units with at least a 2.0

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\* Revised AY 2016-2017

GPA. Work completed at any other institution shall not be used to satisfy this requirement.

The student may ~~apply for~~ formally request for the removal of work from degree consideration in a letter to the Committee on Academic Renewal through the ~~Associate Provost for Undergraduate Studies~~ Office of Academic Programs. The letter shall specify which semester(s) or quarter(s) of previous work are to be removed from consideration with supporting statements providing evidence that:

1. The work under consideration is substandard and not representative of the student's present scholastic ability and level of performance, ~~and~~
2. The level of performance represented by the work under consideration was due to described extenuating circumstances, ~~and~~
3. All degree requirements except the earning of at least a "C" (2.0) grade point average have been met or will be met by the end of the term. ~~The applicant would need to complete additional units of work and enroll for one or more additional quarters to qualify for the baccalaureate degree if request is not approved.~~

If the committee acts favorably upon the request, the student's academic record will be annotated to show ~~no~~ NO work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of degree requirements. ~~may not apply toward baccalaureate requirements.~~ All work, whether or not discarded, will remain on the student's permanent academic record.

If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution's policy. Elimination of any coursework from degree consideration by another institution shall reduce by one term the two semester/three quarter maximum on the application of academic renewal to a student's record.

~~Academic renewal is not available to graduate students.~~