

Academic Policies

Grades

The state legislature mandates a grading policy for all California community colleges (Title 5, California Code of Regulations, Section 55758). In compliance with this mandate, the South Orange County Community College District Board of Trustees has established the following provisions under Board Policy 5300, Grading Policy.

Academic Record Symbols and Grade Point Average

Letter grades will be averaged on the basis of their numerical grade point equivalencies to determine a student's grade point average (GPA). The highest grade will receive four points and the lowest grade will receive no (0) points using the following evaluative symbols:

	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (equivalent to "A," "B," or "C"; units are earned but are not counted in GPA)	
NC	No Credit (equivalent to "D" or "F"; no units are earned, and units are not counted in GPA)	

I: INCOMPLETE

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The conditions for removal of the "I" will be stated by the instructor in a written record, which will also contain the grade to be assigned in lieu of removal of the "I." A copy of the record is given to the student, and the original is filed with the Office of Admissions and Records until the "I" is made up or the time limit has passed. A final grade is assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned. A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Office of Admissions and Records.

The "I" symbol will not be used in calculating grade point average or units attempted, but excessive "I's" are used as a factor in progress probation and dismissal procedures.

IP: WORK IN PROGRESS

The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress" and that assignment of a substantive grade must await its completion. The "IP" symbol will remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit will be assigned and will appear on the student's record for the term in which the course is completed. The "IP" symbol is not used in calculating the grade point average.

RD: REPORT DELAYED

The "RD" symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" will not be used in calculating grade point averages.

W: WITHDRAWAL

The "W" symbol is used to denote a student's withdrawal from a class or classes through 65% of a term (the last day of the 11th week of classes for regular, full-term classes). The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section—"A," "B," "C," "D," "F," "CR," "NC," "I," "IP"—other than "W."

No notation ("W" or otherwise) will be made on the academic record of a student who withdraws during the first four weeks of a full-term course or during the first 30% of a course offered in a shorter than full-term period. Withdrawal from class anytime between the end of the fourth week and 65% of a term (the last day of the 11th week of regular, full-term classes) will be recorded as a "W" on the student's record.

The "W" is not used in calculating grade point averages, but excessive "W's" are used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after the last day of the 11th week of the semester by following the petition procedure in the Office of Admissions and Records. All requests for this exception must include complete written details of the student's circumstances, and only reasons of extreme emergency clearly beyond the student's control will be considered.

Credit/No-Credit Option

Students may be evaluated on a credit/no-credit grading basis in either of the two following categories: (a) courses in which **all** students are evaluated on the credit/no-credit basis, or (b) courses in which each student may elect to be graded on either a credit/no-credit or a letter grade basis. Students must declare the credit/no-credit option within the first 30 percent of the term by submitting a signed credit/no-credit form to the Office of Admissions and Records.

A **Credit ("CR")** grade indicates satisfactory (a letter grade of "C" or better) work in the class and units awarded with such a grade. No grade points are assigned, however, and the grade is not used to compute the grade point average.

A **No Credit ("NC")** grade indicates less than satisfactory work (a letter grade of "D" or "F"); and with such a grade, no units are earned, nor is the grade used to compute the grade point average. However, units attempted for which "NC" (as defined in Section 55758 of Title 5, California Code of Regulations) is recorded will be considered in probation and dismissal procedures.

Note: In lieu of the traditional letter grade, the CR/NC option is offered so that students may explore subject areas of interest outside of their major areas of competence or known abilities without being overly concerned with a grade or with jeopardizing their grade point average. There are a number of factors that students—especially transfer students—should consider before making the decision to opt for completion of a course on a Credit/No-Credit basis:

- Taking a course on a Credit/No-Credit basis is not similar to auditing. Students are held to attendance regulations and must complete all examinations and required coursework.
- Some colleges and universities specify that courses required for a major be completed on a graded ("A"- "F") basis.
- Students required to complete 56 units of coursework with a grade point average of 2.4 prior to admission to the University of California must complete at least 42 of the required units on a graded ("A"- "F") basis. Courses to remedy a University of California admissions deficiency are not acceptable if completed on a "Credit" basis.
- Students planning to apply to competitive admissions programs should complete specifically required courses on a graded basis.

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- “No Credit” (“NC”) grades are considered by the South Orange County Community College District in determination of progress probation (these regulations are described below under “Academic Standards”).
- Students planning to graduate from the South Orange County Community College District must establish a minimum 2.0 grade point average of 12 units in residence.
- Credit/No-Credit grades may not be converted to traditional letter grades except through a petition approved by the Office of Admissions and Records; such a grade change requires taking an appropriate examination and gaining approval by the Board of Trustees.
- Standards for the Dean’s List or other academic honors require completion of a minimum of 12 units in letter-graded courses.

Notification of Grades

Grades become available online as they are submitted to the Office of Admissions and Records following final exams. However, official transcripts including the semester’s grades are not available until approximately three weeks after the semester ends. Students may access their grades by logging on to the college website at www.ivc.cc.ca.us, selecting “Admissions and Records,” and then selecting “Grades Online,” or by visiting “MySite,” a student website for the district. **Grades are not available by mail or by telephone.**

Requesting Transcripts and Verifications

To request an official transcript and/or verification, students may complete the appropriate forms in the Office of Admissions and Records or submit a written request. Requests by e-mail will not be accepted. Those submitting a written request must provide their full name (the name used while attending Irvine Valley College), birth date, social security number, and the address they wish their transcript and/or verification mailed to. Students requesting a verification must also specify the information they are requesting—i.e., grade point average, dates of attendance, number of units completed, etc. Students must sign their full name at the bottom of their request letter to authorize the release of transcripts and verifications. Requests may be mailed to the following address:

**Irvine Valley College Admissions
5500 Irvine Center Drive, Irvine, CA 92618
ATTENTION: TRANSCRIPTS/VERIFICATIONS**

PLEASE NOTE: Students who have also attended Saddleback College will need to request a transcript for work taken there (contact the Saddleback College Office of Admissions and Records). The colleges are separate institutions, and each may report grades for classes taken at the host college only.

Credit by Examination

Specific Course Credit Policy

Irvine Valley College may grant credit by examination to a student for previous experience, training, or instruction equivalent to a specific course offered by the college—provided it is a course for which the student has not received prior high school or college credit, has not attempted credit by examination, and has never enrolled. The course should be one whose content, in the opinion of the department and the instructor assigned, lends itself to testing by examination.

Credit by examination may be granted only for a course listed in the college catalog and only to a student who is registered in the South Orange County Community College District and is in good standing. A student may not receive credit by examination for any course which is a prerequisite to a course for which the student has already received credit. Since a minimum 2.0 grade point average in at least 12 units completed at Irvine Valley College is required to enroll in credit by examination, units earned through credit by examination will not be counted in determining the 12 semester units required in residence for graduation.

The procedures for securing permission to obtain Credit by Examination for a specific course are as follows:

1. The student obtains a Credit by Examination petition form from the Office of Admissions and Records, where eligibility will be determined.
2. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of the instructor that the course content can be tested by examination and that the student possesses sufficient background, previous training and/or skills to attempt the examination, the instructor signs the form.
3. The student, following policies and procedures developed within the school, obtains the signature of the appropriate instructional dean.
4. Following endorsement, the request is forwarded to the Vice President of Instruction for signature.
5. The initiating instructor prepares, administers, and grades the examination.
6. A grade of Credit (“CR”) or No Credit (“NC”) will be assigned, and the course will be identified as “Credit by Examination” on the student’s transcript.

Advanced Placement (AP) Exams

Irvine Valley College will grant credit for each College Entrance Examination Board (CEEB) Advanced Placement (AP) Examination satisfactorily passed with a score of 3, 4, or 5 during the student’s junior and senior years of high school. Specific course credit has been established in each of the following areas:

American History: History 20 and 21

Biology: Biology 1/1L and two elective units.

English: Literature 1 and three units of elective credit in English with a score of 3 or more.

Foreign Language: Credit for course four (French 4, Spanish 4, etc.) and one unit of elective credit with a score of 5; credit for course three (French 3, Spanish 3, etc.) and one unit of elective credit with a score of 3 or 4.

Mathematics AB Exam: Six units of mathematics credit.

Mathematics BC Exam: Six units of mathematics credit.

Physics: Specific course credit by individual consultation with the Physical Sciences faculty.

Irvine Valley College will give elective credit for scores in other areas unless the department offering the subject matter determines equivalency to specific courses. Students may obtain petitions for recognition of credit through the Advanced Placement Program in the Counseling Office. Advanced Placement credit will be awarded after the student has completed 12 units in residence at Irvine Valley College.

College Level Examination Program (CLEP)

The South Orange County Community College District recognizes the College Level Examination Program (CLEP) in accordance with the guidelines below:

General Examination: A student, by successfully completing the General Examination (25th percentile or higher), may earn up to 12 ungraded units applicable to the Associate in Arts degree and Associate in Science degree as follows:

General Examination	Application Toward Associate Degrees	Units
English	No credit	0
Humanities	Humanities and Fine Arts	3
Mathematics	Mathematics	3
Social Science	Social Science	3
Natural Science	Natural Science (non-laboratory)	3

No credit will be given for CLEP in any area in which the student has earned college credit prior to completion of the CLEP examination.

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Subject Examination: Each academic school of the college may recognize the Subject Examination if a single examination measures the competency associated with the successful completion of a specific Irvine Valley College course. Generally, however, specific course credit by examination will be attained through the Specific Course Credit policy.

Credit for CLEP is awarded upon completion of 12 units in residence at Irvine Valley College. Additional information regarding the College Level Examination Program may be obtained from the Counseling Office.

CLEP scores will not be used for general education certification for the California State University System. In addition, credit granted on the basis of CLEP does not necessarily transfer to other colleges. Students planning to use CLEP credit for college transfer purposes will need to consult the transfer institution regarding its policy pertaining to the CLEP program.

Saddleback College Credit

In order to ensure that students of the South Orange County Community College District receive full transfer credit for all courses taken at either Irvine Valley College or Saddleback College, the Board of Trustees has directed that full reciprocity shall exist between the two colleges. However, the curriculum at Irvine Valley College is distinct from the curriculum at Saddleback College, and articulation agreements with other colleges and universities differ. Thus, it is necessary to generate separate transcripts for the two colleges. Students planning to repeat a course or make up a substandard grade should repeat the course at the college where the identical course is offered. Questions or problems with reciprocity or articulation should be addressed to the Dean of Students and Counseling or articulation officer at Irvine Valley College.

Transfer Credit

Irvine Valley College grants credit for college units earned at regionally accredited institutions of higher education (no more than four units may be awarded for sectarian courses). Students must arrange to have transcripts sent to the Office of Admissions and Records and apply for evaluations. Questions about transferring credit should be addressed to the Office of Admissions and Records at Irvine Valley College.

Military Service

Irvine Valley College will award a student six semester units of general elective credit for a minimum of one year of active, honorable military service. In addition, the college will award credit for work completed successfully in military service schools, not to exceed 15 semester units, according

to the recommendations of the American Council of Education as stipulated in the *Guide to the Evaluation of Educational Experiences in the Armed Services* and with the approval of the specific department or school from which the units are to be awarded. Credit will be granted after completion of 12 units in residence and upon application for an evaluation for an associate degree.

The American Association of Community and Junior Colleges has designated the South Orange County Community College District as a Servicemen's Opportunity College. In order to meet the unique educational demands of active duty service personnel and their dependents, Irvine Valley College provides the following services: contract for degree; special counseling services; special tutorial services; and special service-oriented entrance, residence, transfer, and credit requirements. Interested students should contact the Counseling Office.

Contract Education

Contract education provides an option when a student's special needs preclude regular enrollment and attendance in courses outlined in the catalog or when it becomes necessary to meet the particular curricular needs of one or more students. The student, an instructor, and the appropriate administrator prepare a learning contract that specifies the learning content, as well as the methodology of study and means and criteria for evaluation. The kinds of contract education are outlined below.

Independent Study: Regular Course

A student may, because of special circumstances, petition to take one of the courses listed in the catalog on an individual independent-study basis. A petition must be approved both by the instructor who will supervise the contract study and by an appropriate administrator. Petitions for regular (catalog-listed) courses on an independent-study basis are available in the school offices. Completed petitions should be filed with the Office of Instruction, which will coordinate the enrollment process through the Office of Admissions and Records.

Independent Study: Individual Project

With the consent of the instructor and the appropriate administrator, a student may pursue advanced study after completing the introductory offering in a particular field. The student, in cooperation with the instructor, prepares and executes a petition for contract education which includes a written academic contract outlining the project or study; specific student objectives and responsibilities; and instructor responsibilities for conference and evaluation of the individual learning project. The independent study

petition (petition for contract education) is available in the school offices. Completed petitions should be filed with the Office of Instruction, which will coordinate the enrollment process through the Office of Admissions and Records. In unusual cases, enrolled students may add an independent study beyond the tenth day of instruction with written approval from the Office of Instruction.

Special Studies Workshops

Special Studies Workshops can be used by groups of students after they have completed an introductory course for advanced study with an instructor; for nontraditional educational experiences not available through regular course offerings; and for nondepartmental interdisciplinary study. In addition, such workshops may be used to experiment with pilot courses or to meet particular community educational needs. The instructor and a group of students execute a learning contract which clearly delineates the contracted hours and areas of study, as well as the means by which students will master the subject matter and be evaluated. Special Studies Workshops require the approval of the appropriate administrator and the Vice President of Instruction. Approval is dependent upon adherence to district policy on minimal class size and conformity to established standards of academic rigor. Students will use the same petition form as used for the independent study options. These forms are available only in the school offices, and they must be filed in the Office of Admissions and Records within the first two weeks of any given semester to complete enrollment.

Cooperative Work Experience

Cooperative Work Experience is a method of education which combines work experience gained by students on the job with regular academic instruction integral to the community college curriculum. Based on the principle that individuals may develop most effectively through an educational pattern which incorporates experiences beyond the campus, these structured work activities in business, industry, government and human services are designed to enrich the student's college studies and enhance the student's development. In this program, the institution assumes the responsibility for integrating work experience into the educational process. The title "Cooperative Work Experience" refers to the cooperation of outside agencies and educators in combining to improve the total educational program for the students. Interested students should enroll in Cooperative Work Experience 168.

Academic Standards

Courseload Limits

An average workload of 15-16 units each semester is necessary for a student to graduate within a two-year period. Students may carry a maximum of 19 units, not including work experience or independent study, without restriction. A student who wishes to be considered for an overload must have a cumulative 3.0 grade point average and must file a petition at least two calendar weeks prior to the first day of registration. Petitions are available in the Counseling Office.

The South Orange County Community College District does not specify a minimum load except when the student must meet certain eligibility requirements for financial aid, student employment, Social Security certification, veterans enrollment certification, insurance eligibility, athletic eligibility, or other special programs. Eligibility for veterans benefits requires enrollment in the required units for each week of the certification period. The load requirement is as follows:

- FULL-TIME:** 12 or more units
- THREE-QUARTER TIME:** 9-11.5 units
- ONE-HALF TIME:** 6-8.5 units

Class Attendance

Students are expected to attend classes regularly, and an instructor may take a student's failure to attend class into consideration in the computation of grades. An instructor may drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class when the student is absent for a total of six cumulative instructional hours. However, it is always the student's responsibility to withdraw officially from classes. In no case should students presume they have been dropped unless the instructor drop has been officially verified by the Office of Admissions and Records.

Repeating Courses

Courses may be repeated only under two circumstances.

1. Most courses may be repeated only when the student has earned a substandard grade—that is, "D," "F," or "NC." Previous grades and credits for courses which are repeated for this reason will be disregarded in the computation of the student's grade point average. When these courses are repeated, credit will be given only once, and previously recorded course work shall remain on the student's transcript. The transcript will show which courses were excluded for purposes of grade point calculation, insuring a true and complete academic history. Only courses repeated for a letter grade may be used to suppress previously earned substandard grades of "D" or "F."

Most courses completed with a satisfactory grade may be repeated after a period of five years has elapsed in order that students may have the opportunity to review previously acquired knowledge. In the case of mathematics, courses completed with a satisfactory grade may be repeated after three years. Students should contact the Office of Admissions and Records for assistance in these circumstances.

Once students have completed an advanced course in the sequential core curriculum of a particular subject, they cannot go back and take a lower-level course in that subject area. However, students may enroll in ancillary classes with lower core prerequisites.

2. The second case applies to courses in which skill development may require instruction over more than one semester. These classes are identified in the catalog and involve skills progression requiring intensive individual instruction in specific areas. The model under which a course may be repeated is presented by a code which includes "R" plus the mode for repeating (for example, R-A). This code appears at the end of any repeatable course described in the "Programs and Courses" section of this catalog. Courses designated NR cannot be repeated.

In counting up the number of times a designated repeatable course may be taken, students must begin with the fall semester of 1983. In other words, students who took a particular course in fall of 1983 or later have already used up some of their "takes" of that class.

Students who have repeated courses to the maximum number of units allowed may enroll through Community Education for additional hours of instruction in specifically Board-approved courses with a Community Education enrollment card signed by the instructor. Information about such courses is available in department and school offices.

Final Examinations

Final examinations of at least two hours are held in all subjects according to the schedule published by the Vice President of Instruction in the class schedule. No student will be excused from any final examination without approval from the Vice President of Instruction.

Exam Policy

The South Orange County Community College District maintains both instructional and grade grievance processes, which are governed by Board Policy 5505. As a part of both of these processes, students may file grievances up to 90 days after the official Admissions and Records posting of grades for a given semester.

Since many of these grievances involve questions about exams, Irvine Valley College has adopted an exam policy, which was passed by the Instructional Council on April 12, 1994. This policy states that instructors need to clearly inform their students at the beginning of each semester of the manner in which they shall pass back exams, including the length of time that all non-final exams and papers are to be kept by the instructor. Students shall also be informed at this time of the grade grievance process, in which the burden of proof lies with the student—hence, students should keep their passed-back exams and papers to be prepared in the event of a grievance.

Additionally, instructors shall keep each student's final examination, and any papers not returned to the students for 90 days after the posting of grades for a given semester. After that time, instructors may discard student exams and papers.

Honors

Honor Society

The Irvine Valley College Honor Society is composed of three organizations: the Omega Sigma Rho chapter of Alpha Gamma Sigma (the California honor society for two-year colleges), the Alpha Omega Mu chapter of Phi Theta Kappa (the international honor society for two-year colleges), and Psi Beta (the national honor society in psychology for community college students).

To qualify for membership in Alpha Gamma Sigma, a student must have completed 12 semester units at IVC and have an IVC cumulative grade point average of 3.0. To qualify for membership in Phi Theta Kappa, a student must have completed 12 semester units at IVC and have an IVC cumulative grade point average of 3.5. Membership is not automatic: students must apply each semester for membership and pay semester dues before they are formally inducted into the societies.

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To qualify for membership in Psi Beta, a student must have completed at least one college psychology course with a grade of "B" or higher, have completed 12 semester units, and have a cumulative grade point average of 3.0. After paying a one-time-only fee, membership is for life.

All members will have a notation on their official transcripts for every semester of membership in Alpha Gamma Sigma, Phi Theta Kappa and/or Psi Beta. Members are also eligible for chapter, state, and national merit and transfer scholarships. For more information about Alpha Gamma Sigma or Phi Theta Kappa, students should call (949) 451-5660. For information about Psi Beta, students may call (949) 451-5387.

Dean's List

The Irvine Valley College Dean's List recognizes exemplary academic achievement by full-time students who maintain a minimum 3.5 grade point average while completing 12 or more graded units of study. Courses offered on a Credit/No-credit basis only or courses in which a student elects the Credit/No-credit option may not be used to meet eligibility requirements for inclusion on the Dean's List.

The Dean's List is published at the beginning of each academic term in recognition of full-time students who have achieved or maintained these high academic standards during the previous term. Students are awarded a letter of recognition from the Dean of Guidance, Counseling and Students; and their grade report and official college transcript indicate their placement on the Irvine Valley College Dean's List. Membership continues for as long as the minimum requirements for placement are maintained.

Graduation Honors

In recognition of academic excellence, students are awarded graduation honors as follows:

SUMMA CUM LAUDE: 4.0 GPA

MAGNA CUM LAUDE: 3.75 to 3.99 GPA

CUM LAUDE: 3.50 to 3.74 GPA

Graduation honors are determined using all academic work completed. The academic transcript of work completed within the South Orange County Community College District and all work for which an official transcript has been received from other accredited institutions will be included in the calculation to determine graduation honors. In addition, in order to qualify, students must have completed 24 semester units of academic work at Irvine Valley College or Saddleback College.

Graduation honors will be indicated in the commencement program and on the student's diploma and transcript. However, for candidates—those students with final grades not yet submitted—the program will note "candidate," as their degrees have not yet been confirmed. When final grades are determined, a recalculation of grades will be completed and, if the student qualifies, the graduation honor will be noted on his or her degree.

Grievances

When students have a concern regarding instruction, they should attempt to solve the problem informally by discussing it with an instructor or an appropriate college official. Board Policy 5505 outlines a formal instructional and grade grievance procedure, which is included in Part III of this catalog.

A student whose work falls below standard may be placed on either academic or progress probation. In both cases, it is the responsibility of the student to confer with a counselor regarding the probationary status and/or to use the services provided by the college—including basic skills courses, tutoring services and faculty conferences—to bring his or her work back to par. The college reserves the right to require counseling and regulation of the student's program on the basis of his or her achievement.

Probation, Dismissal and Renewal

Academic Probation

A student who has attempted at least 12 semester units at Irvine Valley College and/or Saddleback College is placed on academic probation when the earned grade point average in all units attempted is less than 2.0. A student on academic probation for a grade point deficiency will be removed from probation when his or her accumulated grade point average reaches 2.0 or higher.

Progress Probation

A student who has enrolled in at least 12 semester units at Irvine Valley College is placed on progress probation when the percentage of all units in which he or she has enrolled and for which entries of "W," "I" and "NC" are recorded reaches or exceeds 50 percent. A student on progress probation shall be removed from probation when the percentage of units in the "W," "I" and "NC" category drops below 50 percent.

Dismissal

Any student whose cumulative grade point average falls below 1.75 in three consecutive semesters will be subject to dismissal. A student who remains on progress probation for three consecutive semesters will also be subject to dismissal. A combination of low scholarship and continued progress probation for three consecutive semesters may likewise result in dismissal.

Veterans Dismissal

Irvine Valley College enforces a policy relative to standards of conduct and progress expected by the Department of Veterans Affairs. The Veterans Office is required to notify the Department of Veterans Affairs (DVA) of veterans and/

or eligible dependents who complete two consecutive semesters on academic or progress probation. The DVA may terminate benefits, unless it can be shown that the student is pursuing an appropriate objective and has a reasonable chance for success in the chosen programs. Students should consult the Veterans Office for details.

Readmission after Dismissal

Students who have been dismissed from either Irvine Valley College or Saddleback College may apply for readmission after one semester of non-attendance by following the petition procedure in the Office of Admissions and Records. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission will be subject to permanent dismissal. If circumstances warrant, exceptions may be made by recommendation of a special committee appointed to review such cases and by approval of the college president.

Academic Renewal

Under certain circumstances, students may elect to have previously completed courses disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal, defined in accordance with Title 5, California Code of Regulations, Sections 55764, 55765. Various restrictions apply, including the following:

1. A petition must be filed in the Office of Admissions and Records.
2. Accompanying the petition must be evidence that (a) previous work in question was substandard (less than "C" or the equivalent), and (b) the previous substandard work does not reflect the student's current performance or capabilities.
3. Previous substandard work will be disregarded only by the term, not by the individual course—that is, all courses completed in a given term will be disregarded, including those for which the student received a passing grade.
4. No more than two semesters of full-time work or 30 units of part-time work may be disregarded.
5. Only work completed three years or more before the date of petition may qualify for academic renewal.
6. The student must have completed a minimum of 30 semester units in the South Orange County Community College District with a 2.50 GPA subsequent to the substandard work in question.
7. When coursework is disregarded in the computation of the cumulative GPA, the student's academic record will be annotated; all coursework remains on record, insuring a true and complete academic history.
8. Academic renewal by the South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. A student may request academic renewal only once.