Academic Renewal Policy

This policy provides guidance on how students can improve their academic record, under certain specific circumstances.

**Key Words:** academic renewal

**Author/Source:** Academic Policies Committee

**Responsible Unit:** DUEAP

### History

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<th>Version</th>
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<td>2</td>
<td>06/03/2021</td>
<td>Updated the policy to conform with EO 1037, given the approval of S16-248 Course Repeat Policy. Repetition of an Individual Undergraduate Course section moved to S16-248 Course Repeat Policy.</td>
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Removal of one or more semesters of undergraduate coursework

Under certain circumstances, San Francisco State University may disregard up to two semesters or three quarters of previous undergraduate coursework taken at any institution from all considerations associated with requirements for the baccalaureate degree. 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.

These circumstances are:

1. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance; and
2. The level of performance represented by the term(s) under consideration was due to extenuating circumstances; and
3. All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.

Final determination that one or more terms shall be disregarded in determination of eligibility for graduation shall be based upon a careful review of evidence by a committee appointed by the President which shall include the designee of the Provost and consist of at least three members.

Such final determination shall be made only when:

1. Five years have elapsed since the most recent work to be disregarded was completed; and
2. Since the most recent work to be disregarded was completed, the student has earned at San Francisco State University.
   a. 15 semester units with at least a 3.0 GPA, or
   b. 30 semester units with at least a 2.5 GPA or
   c. 45 semester units with at least a 2.0 GPA.

Work completed at another institution cannot be used to satisfy this requirement.

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

If another institution has acted to remove coursework from consideration, San Francisco State University will honor such action based on receipt of the official transcript from the other institution. 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 the student's San Francisco State record.

Exceptions

Exceptions to this policy are rare and are considered by the Board of Appeals and Review. Given that this committee is largely comprised of faculty, in the summer months the Dean of Undergraduate Education and Academic Planning will
convene an ad hoc review committee.

Signed Memo:
S21-148 memo