

Probation, Dismissal and Readmission

(Board Policy 4250)

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student meets the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Reference: Education Code Section 70902(b)(3); Title 5 Sections 55030-55034

Last Date of Approval: October 15, 2015

Probation

(Administrative Procedure 4250)

Notification of Probation – Each student is entitled to be notified of his/her academic challenges/difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: After a student has attempted 12 units of work and at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation and that he/she must see a counselor to develop a plan for improvement. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Probationary Letter – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

Extension of Probation – A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

References: Title 5 Sections 55030, 55031, 55032, 55033, and 55034

Last Date of Approval: April 7, 2016

Dismissal and Readmission

(Administrative Procedure 4255)

Standards for Dismissal: A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive primary semesters (fall and spring). A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive primary semesters (fall and spring) reaches or exceeds fifty percent (50%).

Dismissal Letter: The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with

the Chief Student Services Officer (CSSO) (or designee) within 40 working days after the dismissal letter was mailed. If the student fails to file a written petition within the 40 working days, the student is officially dismissed. The student has the option to file a petition of appeal at least 30 working days prior to any future semester in which they intend to enroll.

It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Satisfactory Academic Progress (SAP) Committee. The student will be continued on probation until the SAP Committee decides on the student's appeal.

The decision of the SAP Committee will be communicated to the student in writing by the CSSO (or designee) within 15 working days of receipt of the student's appeal. The student may appeal the decision of the SAP Committee in writing to the Superintendent/President (or designee) within 10 working days of the date of notification of the decision of the SAP Committee. The decision of the Superintendent/President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

References: Title 5 Sections 55033 and 55034

Last Date of Approval: April 7, 2016