

**Academic Affairs**

**AP 4250 PROBATION, DISMISSAL, AND READMISSION**

**Reference:**

Title 5 Sections 55031- 55034

**Probation**

A student shall be placed on academic probation if for an attempted a minimum of 12 semester units of work with a grade point average of less than a "C" (2.0).

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

Continuation of a student's status on probation for three consecutive terms will subject the student to dismissal. However, a student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Students should see a counselor to discuss their progress or academic status and for details associated with the academic standards policy.

**Notification of Probation**

Each student is entitled to be notified of the availability of college support services to respond to the academic difficulty before the student is dismissed. The letter notifying the student of probation will cover, at a minimum, an explanation of the probation status, the significance of being on probation, and must also advise students about the available student support services to assist them in maintaining eligibility.

Notification will be given, at a minimum, at the following points:

- Within 30 days following the semester in which a student is placed on academic or progress probation, the student will be provided a written notification, by email and/or by postal service, of being placed on such status.
- Within 30 days following the second semester after a student has been placed on academic or progress probation, if the student has not raised the cumulative grade point average to 2.0 or higher (academic probation) or reduced the percentage of cumulative poor progress units to below 50% (progress probation), the student will be provided a written notification, by email and/or by postal service, of continuing on such status.

- Within 30 days of the end of the third semester in which the student is on academic or progress probation. A notice will be sent to the student with information regarding the subject to dismissal status.

### **Appeal of Probation**

Under extenuating circumstances beyond the student's control or ability to foresee, exceptions to these procedures may be granted by the Administrator in charge of Admissions and Records.

### **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 1.75 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.

The first time a student is dismissed, the student may apply for readmission after one semester (summer session not included) or non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance. Summer session does not count as a semester in determining academic status.

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 complies with the process delineated in the respective college catalog.

### **Dismissal Letter**

The letter notifying the student of 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 dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written appeal form with the Administrator in charge of Admissions and Records within thirty days after the dismissal letter was mailed. If the student fails to file a written petition within the thirty day time limit, the student waives all future rights to appeal the dismissal action. 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 documentation supporting the reasons.

The student will continue on probation until the Administrator in charge of Admissions and Records decides on the student's appeal.

The appeal decision of the Administrator in charge of Admissions and Records will be communicated to the student in writing within thirty days of receipt of the student's appeal. The student may appeal the decision of the Administrator in charge of Admissions and Records in writing to the Vice President of Student Services, within 5 working days of the date of notification of the appeal decision. The decision of the Vice President of Student Services is final.

If the dismissal appeal is granted, the student may 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.

### **Standards for Dismissal Appeals**

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

### **Readmission**

A student who has been dismissed may request reinstatement through the process delineated in the respective college catalog.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures and published in the respective college catalog.

### **Probation, Dismissal, Readmission Data Reporting**

The Chancellor shall develop and provide to the Board for review an annual report of the number of students who were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

---

**Approved:** February 18, 2014; Edited August 21, 2018

**Board Review:** April 16, 2024, December 15, 2020