

**AP 4250 PROBATION**

**References:**

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

***NOTE: This procedure is legally required. Local practice may be inserted, but should address the minimum requirements in the following examples.***

**Notification of Academic and/or Progress Probation**

Each student is entitled to be notified of his/her academic 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: 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. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that he/she attends.

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.

- ❖ **From current CLPCCD Administrative Rules and Procedures 5214 titled Removal from Academic Probation Status**

~~Once a student on academic probation raises his/her overall (cumulative) grade point average to a 2.00 (C), or higher, he/she will be taken off of Academic Probation status and become a "Student in Good Standing".~~

❖ **From current CLPCCD Administrative Rules and Procedures 5221 titled Progress Probation and Dismissal**

~~A student who has enrolled in a total of at least 12 semester units shall be placed on Progress Probation Level I when the percentage of all cumulative units in which a student has enrolled and for which entries of I, W and NC are recorded, reaches or exceeds fifty percent (50%).~~

~~Students on Progress Probation Level I shall be placed on Progress Probation Level II, if they have received fifty (50%) or more cumulative units of I, W and NC grades in the next subsequent semester of enrollment. A student who is on Progress Probation Level II shall be dismissed if at the end of the next subsequent semester of enrollment the percentage of cumulative units of I, W and NC equals or exceeds fifty percent (50%).~~

~~Under extenuating circumstances beyond the student's control or ability to foresee, exceptions to these policies may be granted by the Vice President of Student Services or designee of either college.~~

❖ **From current CLPCCD Administrative Rules and Procedures 5222 titled Removal of Progress Deficiencies**

~~A student who is placed on Progress probation when the cumulative units of I, W and NC equals or exceeds fifty percent (50%) of total units attempted, can remove the deficiency by meeting the progress requirements in subsequent semesters of attendance. The cumulative rates of good progress grades must exceed fifty percent (50%).~~

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**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from current CLPCCD Administrative Rules and Procedures 5214 titled Removal from Academic Probation Status issued on March 19, 1996, current CLPCCD Administrative Rules and Procedures 5221 titled Progress Probation and Dismissal issued on March 19, 1996, and current CLPCCD Administrative Rules and Procedures 5222 titled Removal of Progress Deficiencies issued on March 19, 1996. This document was reviewed by the administrative team on April 10, 2013. The language in **green ink** reflects revisions during the administrative review on May 7, 2013. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

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**Date Approved:**

*(This new procedure replaces current Administrative Rules and Procedures 5214, 5221, and 5222)*

## Legal Citations for AP 4250

### Title 5 Sections 55030, 55031, 55032, 55033, and 55034

#### 5 CCR s 55030

Cal. Admin. Code tit. 5, s 55030

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55030. Definitions.

For the purposes of this chapter, the following terms shall have the specified meanings:

(a) "All units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district governing board.

(b) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

(c) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

#### 5 CCR s 55031

Cal. Admin. Code tit. 5, s 55031

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55031. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as

shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NP" and "NC" (as defined in sections 55023 and 55030) are recorded reaches or exceeds fifty percent (50 percent).

(c) The governing board of a community college district may adopt standards for probation not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

## **5 CCR s 55032**

Cal. Admin. Code tit. 5, s 55032

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55032. Removal from Probation.

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%) for removal from probation.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

### **5 CCR s 55033**

Cal. Admin. Code tit. 5, s 55033

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55033. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions

may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

#### **5 CCR s 55034**

Cal. Admin. Code tit. 5, s 55034

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55034. Notification of Probation and Dismissal.

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

## Education Code Section 70902(b)(3)

**70902.** (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

**(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:**

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

**(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.**

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2013.