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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4250 PROBATION**

### **References:**

Title 5 Sections 55023, 55031- 55034

### **Definitions**

Definitions of all terms used in these procedures shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

### **Responsibilities**

- A. The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these procedures relating to orderly administration of academic/progress probation and dismissal.
- B. The Dean of Enrollment Services shall be responsible for maintaining orderly administration of academic/progress probation and dismissal.
- C. The Dean of Counseling and Student Support Services shall be responsible for implementing interventions.

### **Academic and Progress Probation**

A student shall be placed on probation whenever the student's academic record indicates any of the following conditions:

- **Academic Probation**

A student who has attempted at least 12 semester 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 Title 5 section 55023.

- **Progress Probation**

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be

placed on progress probation when the student receives symbols of “W,” “I,” or “NP” (as defined in Title 5 sections 55023 and 55030) in fifty percent (50 percent) or more of all units in which a student has enrolled.

- **Notification of Probation**

Each student is entitled to be notified of his/her/their academic standing and the availability of college support services to improve their academic standing before being dismissed from the college. 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, or below a completion ratio of .50 of all units enrolled, a notice that the student is on probation shall be sent informing him/her/them that he/she/they are on academic or progress probation. “All units attempted” is defined as all units of credit for which the student is enrolled in at the community college that they attend, attempting for a letter grade of A, B, C, D, or F.

- **Probationary Letter**

The letter notifying the student of probation will cover the significance of being on probation, a description of services that are available, and a recommended course of action.

For the purposes above, the entries of W, NP, and I are counted as non-completion of a course while entries of A, B, C, D, F, and P are counted as complete.

Students on academic and/or progress probation shall receive targeted intervention which may include, but is not limited to, the following:

1. Completion of an individual counseling appointment;
2. Completion or revision of an Educational Plan;
3. Limitation of enrollment to a maximum of 12 units each semester until the student is off probation; and
4. Participation in academic and/or student support services.

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 requirement is maintained.

A student who is on progress probation and earns a semester completion ratio of .75 for 12 units and above or .50 for 11.5 units and below, shall not be dismissed as long as the minimum semester completion ratio requirement is maintained.

At the end of the second 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/them that he/she/they is subject to dismissal.

## **Removal from Probation**

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.

A student on probation because of an excess of units for which entries of "W," "I," and "NP" (as defined in Title 5 section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Also see BP 4250 Probation, Dismissal, and Readmission, AP 4255 Dismissal and Readmission, BP/AP 5500 Standards of Student Conduct, AP 5520 Student Discipline Procedures, and AP 5530 Student Rights and Grievances.

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**Approved:** May 27, 2008

**Revised:** March 27, 2018; April 27, 2022, May 24, 2023