
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4250 PROBATION

References:

Title 5 Sections 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:

1. The student's grade point average falls below 2.0 (C) in all units graded on the 4.0 grading scale after the student has attempted twelve units or more at Long Beach City College.
2. 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.

3. 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.

Any student on probation shall be reclassified as "satisfactory" whenever the cumulative grade point average reaches or exceeds 2.0 (C) and the ratio of units-completed to units-enrolled is one-half or better based on the number of units indicated in sections A and B above.

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.

Approved: May 27, 2008
Revised: March 27, 2018; April 27, 2022

(Replaces LBCC Administrative Regulation 4025)