

AP 4250 Probation, Dismissal, and Readmission

Reference: ~~Education Code Section 70902(b)(3); and~~
~~Title 5 Sections 550310 through-~~
~~55034~~

Date Issued: December 10, 2008 Updated: ~~September 10, 2019~~

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

In compliance with Education Code and Title 5 Regulations, the Grossmont-Cuyamaca Community College District (District) Chancellor shall establish administrative procedures regarding probation, dismissal and readmission of District students. These procedures will be developed in collegial consultation with the District's Academic Senates; and are intended to address District students whose semester grade point average (GPA) has fallen below 2.0 in courses receiving letter grades. The Chancellor shall ensure that these procedures include, but may not be limited to the following elements:

Grades earned at other schools prior to admission to District colleges shall not be considered in determining probationary status.

Probation

1. Academic Probation

~~1.~~ [Academic Warning]

Any student who has attempted a minimum of 12 semester units at the District and whose cumulative District-wide GPA falls below 2.0 in courses receiving letter grades for work attempted within the District shall be placed on academic probation.

2. Lack-of-Progress Probation

Any student who has enrolled in a cumulative total of at least 12 semester units in the District shall be placed on lack of progress probation when the student's cumulative units indicate 50 percent or more units of "W," "I," "NC," and "NP."

3. Removal from Probation

- a. Any student placed on academic probation shall be removed from probation when the cumulative District-wide GPA has improved to 2.0 or higher.
- b. Any student placed on lack-of-progress probation shall be removed from probation when the cumulative District-wide units of "W," "I," "NC," and "NP" are less than 50 percent of the total units attempted.

Notification of Probation

[Warning]

Each District student is entitled to be notified of his/her/their 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 GPA 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/them that he/she/they 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 they attend. The notification of probation will cover, at a minimum, the significance of being on probation and a description of the services available to them.

If the student receives symbols of "W," "I," or "NP" in 50% or more of all units in which a student has enrolled, shall be placed on Lack-of-Progress Probation.

For purposes of this section, semesters 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.

Dismissal

[Academic Separation]

1. Academic Dismissal

Any student on academic probation whose semester GPA falls below 2.0 shall be dismissed. Any student on academic probation whose semester GPA equals or exceeds 2.0, shall not be dismissed as long as this minimum semester grade point average is but maintained but whose cumulative GPA for all units attempted remains below 2.0 shall be continued on probation. ~~At the end of the second consecutive primary term~~ At the end of the third semester on which the student is on academic or progress probation, in which the student earned a cumulative GPA of less than 2.0, a notice that the student is subject to dismissal will be sent to the student. The letter notifying the student that he/she/they 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.

2. Lack-of-Progress Dismissal

~~3.~~ [Lack-of-Progress Separation]

Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of "W," "I," ~~"NC,"~~ and "NP" will be dismissed. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I," ~~"NC,"~~ and "NP," shall be removed from probation when the percentage of units in this category drops below 50% but whose cumulative records show 50 percent or more units of "W," "I," ~~"NC,"~~ and "NP" will be continued on lack-of-progress probation.

A notice that the student is dismissed will be sent to the student. The notification of dismissal will cover, at a minimum, the significance of being dismissed and a description of the services available to them. Any student dismissed from a college within the District may not attend any college within the District during the next two consecutive primary terms. The student may, however, attend the Summer session-

Readmission

Any student dismissed may petition for readmission. The Petition may be initiated at the college in which the dismissal occurred. However, if the student was concurrently enrolled, the petition may be initiated at either college. A student who has not attended

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for two consecutive primary terms after dismissal is eligible to reapply and be readmitted without petition.

Appeal of Dismissal
[Appeal of Separation]

The student has the right to appeal a dismissal action if the student feels that facts exist that warrants an exception to the dismissal action. The student must file the written petition of appeal to the Admissions and Records Office within [time limit] after the dismissal letter was mailed. If the student fails to file a written petition within the [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 evidence supporting the reasons. The Petitions Review Committee will review petitions.

The student will be continued on probation until the [designate authority] decides on the student's appeal.

The decision of the Petitions Committee will be communicated to the student in writing by the Admissions and Records Office within [time limit] of receipt of the student's appeal. The student may appeal the decision of the Petitions Committee in writing to the [CEO or designee], within [time limit] working days of the date of notification of the decision of the Petition Review Committee. The decision of the [CEO or designee] 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.

Probation, Dismissal, Readmission Data Reporting
[Warning, Separation, Readmission Data Reporting]

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

NOTE: The following standards are not legally required, but are suggested as good practice.

Fall Dismissal
[Fall Separation]

Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than late January informing students that:

- If they are enrolled in the Spring semester, their Spring registration will be revoked.
- If they are not enrolled in the Spring semester, they have the right to appeal

dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals

[Fall Separation Appeal]

Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the Spring semester. The following conditions apply:

- Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the Spring semester.
- Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating 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 him/her/them in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal

[Readmission after Separation]

In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

NOTE: The below, more equitable language, has been added and can be used interchangeably in communications and our websites.

- Probation or Warning
- Dismissal or Separation