

AP 4250 Probation, Dismissal, and Readmission

Reference:

**Education Code Section 70902(b)(3);
Title 5, Sections 55030 - 55034**

1.0 Credit Program Students

1.1 Probation

- 1.1.1 Placement on Probation: A student is placed on academic probation when his or her cumulative grade point average falls below 2.0; a student is placed on progress probation when fifty percent (50%) or greater of all units attempted result in grades of "W," "NC," "I" or "NP." A student is not placed on probation until he or she has enrolled in 12 semester units in a college within the North Orange County Community College District.
- 1.1.2 Probation Notification: At the end of the fall or spring semester during which a student qualifies for probation status, a letter or other communication will be sent, including the district policy regarding probation and a description of support services available to help the student improve academic performance.
- 1.1.3 Appeal of Probation: A student placed on either academic probation or progress probation may file a written petition of appeal if he or she believes an error has been made. The appeal will be reviewed by the Admissions and Records Office.
- 1.1.4 Removal from Probation: A student will be removed from probation when his or her cumulative grade point average is 2.0 or greater, and/or the cumulative percentage of "W," "NC," "I" and "NP" grades is less than fifty percent (50%) of all units attempted.

1.2 Scholastic Dismissal

1.2.1 Standards for Dismissal:

- 1.2.1.1 Academic Dismissal: A student on academic probation shall be dismissed if the student has earned a cumulative grade point average of less than 2.0 in all units completed in each of two consecutive semesters excluding summer sessions.
- 1.2.1.2 Progress Dismissal: A student on progress probation shall be dismissed if his or her percentage of units for which a "W," "NC," "I" or "NP" were received reaches or exceeds fifty percent (50%) for two consecutive semesters excluding summer sessions.

AP 4250 Probation, Dismissal, and Readmission

1.2.1.3 Transcript Notation: Dismissal will be permanently noted on the student's transcript.

1.3 Dismissal Notification: At the end of the semester after which a student becomes eligible for scholastic dismissal, a letter or other communication will be sent, including a description of the dismissal status and the procedure to petition for readmission to the college.

1.4 Appeal of Dismissal: A student placed on either academic or progress dismissal may file a written petition of appeal if he or she believes an error has been made. The appeal will be reviewed by the Admissions and Records Office.

1.5 Readmission After Dismissal:

1.5.1 Petition for Readmission: Students may petition for readmission to the college after being dismissed by filing a written petition. The procedure and deadlines to file a petition will be included in the Dismissal Notification as noted in section 1.3.

1.5.2 Review of Petition for Readmission: The petition will be reviewed by the Admissions and Records Office.

1.5.3 Standards for Readmission: The following will be considered during the review of a student's petition for readmission:

1.5.3.1 Documentation of extenuating circumstances during the semesters on which the dismissal was based.

1.5.3.2 A marked improvement between the semesters on which the dismissal was based.

1.5.3.3 An atypical academic performance during the semesters on which the dismissal was based compared to prior academic history.

1.5.3.4 Documentation of formal or informal educational experiences since completion of the semesters on which the dismissal was based.

1.5.3.5 Documentation of an improved grade point average as a result of grade changes, fulfillment of incomplete courses or academic renewal.

1.5.4 Denial of Petition for Readmission: If a student's petition for readmission is denied, the student may file a new petition for readmission after an absence of one semester.

AP 4250 Probation, Dismissal, and Readmission

- 1.5.5 Approval of Petition for Readmission: If a student's petition for readmission is approved, the student will remain on probation until his or her cumulative grade point average is 2.0 or greater, and/or until his or her cumulative percentage of "W," "NC," "I" and "NP" grades is less than fifty percent (50%) of all units attempted.
- 1.5.6 Conditions After Readmission: A readmitted student is considered a conditional registrant and will be dismissed again the next semester if he or she does not maintain a grade point average of 2.0 or above and/or receives grades of "W," "NC," "I" and "NP" in fifty percent (50%) or more of his or her current units.
- 1.5.6.1 A readmitted student whose academic performance is 2.0 or above, and completes all courses attempted in the semester after readmission may continue as a conditional registrant even though the cumulative grade point average or withdrawal ratio remains in dismissal status.

2.0 Noncredit Program Students

- 2.1 Placement on Probation: A student enrolled at the School of Continuing Education (SCE) is placed on program probation when the academic program requirements as set forth by the department are not met.
- 2.2 Probation Notification: At the end of the noncredit term or the equivalent thereof during which a student qualifies for probation status, a letter or other communication will be sent, including the District policy regarding probation and a description of support services available to help the student improve academic performance.
- 2.3 Appeal of Probation: A student placed on program probation may file a written petition of appeal if he or she believes an error has been made. The appeal will be reviewed by a designated dean at SCE.
- 2.4 Removal from Probation: A student enrolled at SCE will be removed from probation when the academic progress requirements as set forth by the department are met.
- 2.5 **Dismissal**
- 2.5.1 Standards for Progress Dismissal: An SCE student on program probation shall be dismissed if the academic progress requirements as set forth by the department are not met for two consecutive terms or the equivalent thereof.
- 2.5.2 Dismissal Notification: At the end of the term or the equivalent thereof after which a student becomes eligible for scholastic dismissal, a letter or other

AP 4250 Probation, Dismissal, and Readmission

communication will be sent including a description of the dismissal status and the procedure to petition for readmission to SCE.

- 2.5.3 Appeal of Dismissal: A student placed on program dismissal may file a written petition of appeal if he or she believes an error has been made. The appeal will be reviewed by a designated dean at SCE.

2.6 Readmission after Dismissal

- 2.6.1 Petition for Readmission: Students may petition for readmission to SCE after being dismissed by filing a written petition. The procedure and deadlines to file a petition will be included in the Dismissal Notification as noted in section 2.5.2.

- 2.6.2 Review of Petition for Readmission: The petition will be reviewed by a designed dean at SCE.

- 2.6.3 Standards for Readmission: The following will be considered during the review of a student's petition for readmission.

2.6.3.1 Documentation of extenuating circumstances during the terms or equivalents thereof on which the dismissal was based.

2.6.3.2 An atypical academic performance during the terms or equivalents thereof on which the dismissal was based compared to prior academic history.

2.6.3.3 Documentation of formal or informal educational experiences since completion of the terms or equivalents thereof on which the dismissal was based.

- 2.6.4 Denial of Petition for Readmission: If a student's petition for readmission is denied, the student may file a new petition for readmission after an absence of one term or the equivalent thereof.

- 2.6.5 Approval of Petition for Readmission: An SCE student whose petition for readmission is approved will remain on probation until the academic progress requirements as set forth by the department are met.

2.6.6 Conditions after Readmission

2.6.6.1 A readmitted SCE student is considered a conditional registrant and will be dismissed again the next term or the equivalent thereof if the academic progress requirements as set forth by the department are not met.

AP 4250 Probation, Dismissal, and Readmission

- 2.6.6.2 A readmitted student may continue as a conditional registrant even though compliance with SCE academic progress requirements remains in dismissal status.

Date of Adoption: June 14, 2005

Date of Last Revision: May 23, 2016 District Consultation Council
August 24, 2015 District Consultation Council
December 8, 2008 Chancellor's Cabinet