

AP 4250 Scholastic Notice, Pause, and Readmission

Reference:

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

1.0 Credit Program Students

1.1 Scholastic Notice

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

1.2 Scholastic Pause

- 1.2.1 Standards for Scholastic Pause:
 - 1.2.1.1 Academic Pause: A student on academic notice 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 Pause: A student on progress notice shall be dismissed if their percentage of units for which a "W," "FW," "NC," "I" or "NP" were received reaches or exceeds fifty percent (50%) for two consecutive semesters excluding summer sessions.
 - 1.2.1.3 Transcript Notation: Scholastic pause will be permanently noted on the student's transcript.

AP 4250 Scholastic Notice, Pause, and Readmission

- 1.3 Scholastic Pause Notification: At the end of the semester after which a student becomes eligible for scholastic pause, a letter or other communication will be sent, including a description of the pause status and the procedure to petition for readmission to the college.
- 1.4 Appeal of Scholastic Pause: A student placed on either academic or progress pause may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by the Admissions and Records Office.
- 1.5 Readmission After Scholastic Pause:
 - 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 Scholastic Pause 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.
 - 1.5.5 Approval of Petition for Readmission: If a student's petition for readmission is approved, the student will remain on notice status until their cumulative grade point average is 2.0 or greater, and/or until their cumulative percentage of "W," "FW," "NC," "I" and "NP" grades is less than fifty percent (50%) of all units attempted.

AP 4250 Scholastic Notice, Pause, and Readmission

1.5.6 Conditions After Readmission: A readmitted student is considered a conditional registrant and will be dismissed again the next semester if they do not maintain a grade point average of 2.0 or above and/or receives grades of "W," "FW," "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 pause status.

2.0 Noncredit Program Students

2.1 Placement on Scholastic Notice: A student enrolled at North Orange Continuing Education (NOCE) is placed on program notice when the academic program requirements as set forth by the department are not met.

2.2 Scholastic Notice Notification: At the end of the noncredit term or the equivalent thereof during which a student qualifies for notice status, a letter or other communication will be sent, including the District policy regarding scholastic notice and a description of support services available to help the student improve academic performance.

2.3 Appeal of Scholastic Notice: A student placed on program notice may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by a Vice President or designee at NOCE.

2.4 Removal from Scholastic Notice: A student enrolled at NOCE will be removed from notice when the academic progress requirements as set forth by the department are met.

2.5 Scholastic Pause

2.5.1 Standards for Progress Pause: An NOCE student on program notice 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 Pause Notification: At the end of the term or the equivalent thereof after which a student becomes eligible for scholastic pause, a letter or other communication will be sent including a description of the pause status and the procedure to petition for readmission to NOCE.

2.5.3 Appeal of Pause: A student placed on program pause may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by a Vice President or designee at NOCE.

2.6 Readmission after Scholastic Pause

AP 4250 Scholastic Notice, Pause, and Readmission

- 2.6.1 Petition for Readmission: Students may petition for readmission to NOCE after being dismissed by filing a written petition. The procedure and deadlines to file a petition will be included in the Scholastic Pause Notification as noted in section 2.5.2.
- 2.6.2 Review of Petition for Readmission: The petition will be reviewed by a Vice President or designee at NOCE.
- 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 scholastic pause 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 NOCE student whose petition for readmission is approved will remain on notice status 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 NOCE 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.
 - 2.6.6.2 A readmitted student may continue as a conditional registrant even though compliance with NOCE academic progress requirements remains in pause status.

See Board Policy 4250 Probation, Dismissal, and Readmission; Board Policy 5500, Standards of Student Conduct; and Administrative Procedure 5500, Standards of Student Conduct.

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AP 4250 Scholastic Notice, Pause, and Readmission

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