

AP 4250 Scholastic Notice, Pause, and Restart

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 GPA (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 (Withdrawal), FW (Failure to Withdraw), NC (No Credit), I (Incomplete), and NP (No Pass).
- 1.1.2 A student is not placed on notice until they have enrolled in 12 semester units in a college within the North Orange County Community College District.
- 1.1.3 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.
- 1.1.4 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.
- 1.1.5 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 subject to scholastic pause 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 subject to scholastic pause if their percentage of units for which a W, FW, NC, I, and NP were received reaches or exceeds fifty percent (50%) for two consecutive semesters excluding summer sessions.

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

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 restart 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 Restart After Scholastic Pause:

1.5.1 Petition for Restart: Students on scholastic pause may petition for restart to the college 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 Restart: The petition will be reviewed by the Admissions and Records Office.

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

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

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

1.5.3.3 An atypical academic performance during the semesters on which the scholastic notice 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 scholastic notice 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 Restart: If a student's petition for restart is denied, the student may file a new petition for restart after an absence of one semester.

1.5.5 Approval of Petition for Restart: If a student's petition for restart 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

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percentage of W, FW, NC, I, and NP grades is less than fifty percent (50%) of all units attempted.

1.5.6 Conditions After Readmission: If restarted, a student is considered a conditional registrant and will be subject to scholastic pause 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 their current units.

1.5.6.1 If restarted, a student whose academic performance is 2.0 or above, and completes all courses attempted in the semester after restarting 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 subject to scholastic pause 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 restart 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.

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2.6 Restart after Scholastic Pause

- 2.6.1 Petition for Restart: Students may petition for restart to NOCE after being subject to scholastic pause 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 Restart: The petition will be reviewed by a Vice President or designee at NOCE.
- 2.6.3 Standards for Restart: The following will be considered during the review of a student's petition for restart.
- 2.6.3.1 Documentation of extenuating circumstances during the terms or equivalents thereof on which the scholastic pause was based.
- 2.6.3.2 An atypical academic performance during the terms or equivalents thereof on which the scholastic pause 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 Restart: If a student's petition for restart is denied, the student may file a new petition for restart after an absence of one term or the equivalent thereof.
- 2.6.5 Approval of Petition for Restart: An NOCE student whose petition for restart 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 Restart
- 2.6.6.1 If restarted, the NOCE student is considered a conditional registrant and will be subject to scholastic pause 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 If restarted, the NOCE 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.

Date of Adoption: June 14, 2005

Date of Last Revision: May 18, 2026, District Consultation Council

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November 24, 2025 District Consultation Council
April 29, 2025 District Consultation Council
March 28, 2022 District Consultation Council
September 25, 2017 District Consultation Council
May 23, 2016 District Consultation Council
August 24, 2015 District Consultation Council
December 8, 2008 Chancellor's Cabinet