

## **BP 4250 Scholastic Notice, Pause, and Restart**

Reference:

**Education Code Section 70902 subdivision (b)(3);  
Title 5 Sections 55031 through 55034**

### **1.0 Credit Program Students**

#### **1.1 Scholastic Notice and Pause**

- 1.1.1 Application of Provisions: This policy shall apply to all registered students equally, regardless of previous degrees earned or the number of units in which a student is enrolled, except that grades earned elsewhere prior to admission in a college within the North Orange County Community College District shall not be considered in applying the standards of scholastic notice.
- 1.1.2 For the purpose of this policy, semesters shall be considered consecutive based on the student's enrollment pattern, excluding the summer session.
- 1.1.3 Standards of Scholastic Notice:
  - 1.1.3.1 Academic Notice: A student who has attempted at least 12 semester units shall be placed on academic notice if the student has earned a cumulative GPA (grade point average) below 2.0.
  - 1.1.3.2 Progress Notice: A student who has enrolled in a total of at least 12 semester units shall be placed on progress notice when the percentage of all units in which the student has enrolled and for which entries of W (Withdrawal), I (Incomplete), NC (No Credit), and NP (No Pass) were recorded reaches or exceeds fifty percent (50%).
- 1.1.4 Notification, Recording, and Appeal of Scholastic Notice Status:
  - 1.1.4.1 Each college will make a reasonable effort to notify students when they are placed on scholastic notice.
  - 1.1.4.2 Students on scholastic notice shall be automatically considered "conditional" registrants with their programs subject to limitations, conditions and/or adjustments as determined by the colleges.
  - 1.1.4.3 A student who is placed on scholastic notice may submit an appeal in accordance with administrative procedure.
- 1.1.5 Removal from Scholastic Notice: A student on academic notice shall be removed from notice when the student's accumulated grade point average is 2.0 or higher. A student on progress notice shall be removed from notice when the percentage of units in the categories of W, I, NC, and NP drops below fifty percent (50%).

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### 1.1.6 Standards for Scholastic Pause:

- 1.1.6.1 A student who is 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 attempted in each of two (2) consecutive semesters excluding summer sessions.
- 1.1.6.2 A student who is on progress notice shall be subject to scholastic pause if the cumulative percentage of units in which the student has been enrolled for which entries of W, I, NC, and NP are recorded in at least two (2) consecutive semesters reaches or exceeds fifty percent excluding summer sessions.
- 1.1.6.3 A student whose academic performance warrants scholastic pause but in the third consecutive semester achieves a grade point average of 2.0 or higher, or receives grades of W, I, NC, and NP for less than fifty percent (50%) of the current semester units enrolled, will not be placed on scholastic pause, and notation of scholastic pause will not appear on the student's transcripts.

### 1.1.7 Notification, Recording, and Appeal of Scholastic Pause Status:

- 1.1.7.1 Each college shall make a reasonable effort to notify a student who is subject to academic and/or progress pause no later than the beginning of the fall semester each academic year.
- 1.1.7.2 Scholastic pause will be permanently noted on the student's transcript.
- 1.1.7.3 A student who is on scholastic pause may submit a written appeal in compliance with administrative procedure.

- 1.1.8 Scholastic Restart: A student on scholastic pause will be considered for scholastic restart by filing a written petition of appeal/restart. If restarted, the student shall continue on academic notice until a cumulative grade point average of 2.0 or higher has been achieved, and/or progress notice until the percentage completed is greater than fifty percent (50%) of the units, which the student has attempted. Appeals/Restarts may be granted, denied, or postponed according to criteria established by administrative procedure.

## **2.0 Non-Credit Program Students**

### **2.1 Scholastic Notice and Pause**

- 2.1.1 Non-credit terms shall be considered consecutive based on the student's enrollment pattern commencing with the student's initial enrollment.

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- 2.1.2 Standards of Scholastic Notice: A student who has enrolled at North Orange Continuing Education (NOCE) shall be placed on scholastic notice when the requirements for academic progress as defined by the department are not met. An NOCE student will not be placed on scholastic notice in their initial term of enrollment.
- 2.1.3 Notification, Recording, and Appeal of Scholastic Notice Status: NOCE will make a reasonable effort to notify students when they are placed on scholastic notice.
- 2.1.4 Removal from Scholastic Notice: An NOCE student placed on scholastic notice shall be removed from notice when the academic progress requirements as set forth by the department are met.
- 2.1.5 Standards for Scholastic Pause:
- 2.1.5.1 An NOCE student on scholastic notice shall be subject to scholastic pause if the academic progress requirements are not met for two consecutive terms, or equivalent thereof, in which the student was enrolled.
- 2.1.5.2 An NOCE student whose academic performance warrants scholastic pause but is in the third consecutive term or the equivalent thereof meets the academic progress requirements will not be paused and notation of pause will not appear on the student's transcripts.
- 2.1.6 Notification, Recording, and Appeal of Scholastic Pause Status: NOCE shall make a reasonable effort to notify a student who is subject to scholastic pause no later than the beginning of the term in which the standards of the scholastic pause are met.
- 2.1.7 Scholastic Restart: A student on scholastic pause will be considered for scholastic restart by filing a written petition of appeal/restart. If restarted, the NOCE student shall continue on scholastic notice until the academic progress requirements as set forth by the department are met. Appeals/Restarts may be granted, denied, or postponed according to criteria established by administrative procedure.

See Administrative Procedure 4250, Scholastic Notice, Pause, and Restart.

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