

Note: This procedure is **legally required** to comply with Title 5. **Local practice** may be inserted, but **must address the minimum requirements in the example** (inserted example from CCLC – paragraphs 2 – 6 on page 1).

Revised – GCCCD Procedure

First Reading–6/25/12
Second Reading–7/23/12
Final Reading–8/27/12
DEC Reading–9/4/12

AP 4250 Probation, Disqualification, and Readmission

Reference: ***Education Code Section 70902(b)(3); and Title 5 Sections 55030 through 55034***

Date Issued: December 10, 2008 Last Updated:

[CCLC template language, except italicized language]

In compliance with Education Code and Title 5 Regulations, the Grossmont-Cuyamaca Community College District (District) Chancellor shall establish administrative procedures regarding probation, disqualification 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 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.

Notification of Probation – Each *District* student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is disqualified. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average 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 that he/she 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.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to disqualification will be sent to the student informing him/her that he/she is subject to disqualification.

Probationary Notice– The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and a description of the services available.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be disqualified as long as this minimum semester grade point average is maintained.

PROBATION

NOTIFICATION OF PROBATION

Each District student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is disqualified. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average (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 that he/she 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.

PROBATIONARY NOTICE

The mail notifying the student of probation will cover, at a minimum, the significance of being on probation and a description of the services available to them.

1. Academic Probation

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

A student who is on academic probation and earns a semester GPA of 2.0 or better shall not be disqualified as long as this minimum semester GPA is maintained.

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." at the college where the units were attempted

3. Removal from Probation

- a. Any student placed on academic probation shall be removed from probation when the cumulative ~~e~~District-wide ~~grade point~~ 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 ~~e~~District-wide units of "W," "I," "NC," and "NP" are less than 50 percent of the total units attempted.

DISQUALIFICATION

Any student disqualified from a college within the ~~Grossmont-Cuyamaca Community College~~ District may not attend any college within the District during the next consecutive

semester. The student may, however, attend the next consecutive ~~s~~Summer term ~~session.~~ ~~or spring intersession.~~

1. Academic Disqualification

Any student on academic probation whose semester ~~grade point average-~~GPA falls below ~~a~~ 2.0 shall be academically disqualified. Any student on academic probation whose semester ~~grade point average-~~GPA equals or exceeds 2.0, but whose cumulative ~~grade point average-~~GPA for all units attempted remains below 2.0 shall be continued on probation.

2. Lack-of-Progress Disqualification

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 disqualified. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I," "NC," and "NP," but whose cumulative records show 50 percent or more units of "W," "I," "NC," and "NP" will be continued on lack-of-progress probation.

DISQUALIFICATION NOTICE

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is disqualified will be sent to the student informing him/her that he/she is disqualified. See BP 4255 Disqualification and Dismissal.

READMISSION

Any student disqualified may petition for readmission. The Petition must be initiated at the college in which the disqualification occurred. However, if the student was concurrently enrolled, the petition may be initiated at either college. A student who has not attended for one semester after disqualification is eligible to reapply and be readmitted without petition. See BP 4255 Disqualification and Dismissal.