

INSTRUCTIONAL SERVICES

AP 4250 PROBATION, DISMISSAL, AND READMISSION**References:**

Title 5 Sections 55030-55032, 55033 and 55034

This procedure addresses academic achievement and progress. The procedure that addresses violations of the Student Code of Conduct is BP/AP 5500 titled Standards of Student Conduct. Further information regarding Standards of Conduct is available in the Office of Student Affairs.

Probation**Standards for Warning and Probation**

Academic and progress warning and probation are calculated for the fall and spring semesters on the basis of the student's enrollment. Summer grades are included in overall calculations for the fall and spring semesters.

A student on probation is required to meet with a counselor to complete an educational plan and is expected to participate in prescribed strategies and/or support services. An enrollment hold will be placed on the student's records blocking registration until he/she has met with a counselor. Warning and probation are posted on the student's permanent record.

Academic Warning and Probation

To remain in good academic standing at Palomar College, students must maintain a minimum cumulative grade point average (GPA) of 2.0 ("C").

The various levels of academic warning and probation are as follows:

- Academic Warning - A student will be placed on academic warning when he/she has:
 - Attempted at least 12 graded units; and his/her
 - Cumulative (overall) GPA falls below 2.0
- Academic Warning Continued - A student will be continued on academic warning when his/her:
 - Cumulative (overall) GPA is below 2.0, and
 - Semester (term) GPA is at least 2.0
- Academic Probation - A student will move to academic probation if his/her:
 - Cumulative (overall) GPA is below 2.0; and
 - Semester (term) GPA is below 2.0

- 34 • Academic Probation Continued - A student will be continued on academic
35 probation when his/her:
- 36 ○ Cumulative (overall) GPA is below 2.0; and
- 37 ○ Semester (term) GPA is at least 2.0

38 A student will remain on academic probation until he/she raises his/her cumulative GPA
39 to 2.0 or higher, or he/she is dismissed from Palomar College due to continuing
40 unsatisfactory academic performance.

41 **Progress Warning and Probation**

42 To remain in good standing at Palomar College, a student must complete more than
43 50% of the units in which he/she has enrolled.

44 The various levels of progress warning and probation are as follows:

- 45 • Progress Warning - A student will be placed on progress warning when he/she
46 has:
- 47 ○ Attempted at least 12 units; and
- 48 ○ Cumulative (overall) units with grades of W, I, NC, or NP reaches or exceeds
49 50% of all attempted units
- 50 • Progress Warning Continued - A student will be continued on progress warning
51 when his/her:
- 52 ○ Cumulative (overall) attempted units with W, I, NC/NP grades continue to be
53 50% or more of all attempted units; and
- 54 ○ Semester (term) attempted units with W, I, NC/NP grades are below 50%
- 55 • Progress Probation - A student will move to progress probation if his/her:
- 56 ○ Cumulative (overall) attempted units with W, I, NC/NP grades continue to be
57 50% or more of all attempted units; and
- 58 ○ Semester (term) attempted units with W, I, NC/NP grades are also at 50% or
59 more of all attempted units
- 60 • Progress Probation Continued - A student will be continued on progress
61 probation when his/her:
- 62 ○ Cumulative (overall) attempted units with W, I, NC/NP grades continue to be
63 50% or more of all attempted units; and
- 64 ○ Semester (term) attempted units with W, I, NC/NP grades are below 50%

65 A student will remain on progress probation until he/she increases his/her number of
66 completed units to more than 50% of their attempted units, or he/she is dismissed from
67 Palomar College due to continuing unsatisfactory progress.

68 **Notification of Warning or Academic Probation:** At the end of each semester in
69 which the student's GPA falls below 2.0 in all units attempted, a notice will be sent to
70 the student informing him/her that he/she is on warning or academic probation.

71 A progress warning or probation letter will be sent at the end of each semester when the
72 student has attempted 12 units and the cumulative units attempted with W, I, or NC/NP
73 grades reaches or exceeds 50% of all units attempted.

74 **Probationary Letter:** The letter notifying the student of warning or probation will cover,
75 at a minimum, the definition of warning or probation, the significance of being on
76 warning or probation, and a description of the services available.

77 **Standards for Dismissal**

78 For the purpose of dismissal, semesters will be considered consecutive on the basis of
79 the student's enrollment, so long as the break in the student's enrollment does not
80 exceed one full primary term. Dismissals will occur once a year after the spring term.

81 A student on dismissal status is ineligible to participate in any Palomar College classes
82 or student activities until the requirements for reinstatement are fulfilled. Dismissal is
83 noted on the student's permanent record.

84 **Academic Dismissal**

85 A student who is on academic probation shall be subject to dismissal if the student
86 earned a cumulative and semester Grade Point Average (GPA) below 2.0 in all units
87 attempted in each of three consecutive semesters.

88 Students who begin the spring semester on academic probation will be dismissed if they
89 fail to achieve a minimum semester GPA of 2.0 at the end of the spring term.

90 **Progress Dismissal**

91 A student who is on progress probation shall be subject to dismissal if the student's
92 cumulative and semester percentage of all enrolled units with W, I, and NC/NP grades
93 reaches or exceeds 50% in each of three consecutive semesters.

94 Students who begin the spring semester on progress probation will be dismissed if they
95 fail to complete more than 50% of their spring semester course work with grades other
96 than W, I, or NC/NP at the end of the spring term.

97 **Dismissal Letter:** The letter notifying the student that he/she is subject to dismissal will
98 cover, at a minimum, reference to this procedure, the definition of dismissal, procedure
99 for reinstatement, and procedure to appeal the dismissal.

100 **Reinstatement after Dismissal**

101 Students who have been dismissed for academic and/or progress reasons are eligible
102 to return after one semester by petition to the Academic Review Committee. For further
103 information, please contact the Evaluations Office in the Student Services Center.
104 Students who are dismissed lose their continuing student status and must re-apply to
105 the College.

106 Students who believe their dismissal status should be exempt must petition the
107 Academic Review Committee. Students must meet with a counselor to initiate the
108 petition process. The following criteria shall be considered:

- 109 • Documented extenuating circumstances
- 110 • Marked improvement in academic status since dismissal
- 111 • Semesters on which dismissal was based were atypical of past academic
112 performance
- 113 • Improved GPA as a result of grade changes, fulfillment of incomplete courses, or
114 academic renewal

115 **Standards for Evaluating Appeals**

116 Dismissal appeals may be granted under the following circumstances:

- 117 • The dismissal determination is based on the academic record for one semester
118 in which the record does not reflect the student's usual level of performance due
119 to accident, illness, or other circumstance beyond the control of the student.
120 Verification must be submitted with the appeal
- 121 • The student enrolls in a corrective program designed to assist him/her in
122 improving academic skills, such as obtaining academic counseling and/or limiting
123 course load
- 124 • Evidence of significant improvement in academic achievement

125 If the dismissal appeal is granted, the student will be continued on probation for an
126 additional semester. At the end of the additional semester, the student's academic
127 record will again be evaluated to determine whether the student may be removed from
128 probation, should be dismissed, or should be continued on probation.

129 Office of Primary Responsibility: Student Services