

INSTRUCTIONAL SERVICES

AP 4250 PROBATION, DISMISSAL, AND READMISSION

References:

Title 5 Sections 55030-55032

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

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

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

42 **Progress Warning and Probation**

43 To remain in good standing at Palomar College, a student must complete more than
44 50% of the units in which he/she has enrolled.

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

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

- 59 o Semester (term) attempted units with W, I, NC/NP grades are also at 50% or
60 more of all attempted units
- 61 • Progress Probation Continued - A student will be continued on progress
62 probation when his/her:
 - 63 o Cumulative (overall) attempted units with W, I, NC/NP grades continue to be
64 50% or more of all attempted units; and
 - 65 o Semester (term) attempted units with W, I, NC/NP grades are below 50%

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

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

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

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

78 **Dismissal**

79 **Standards for Dismissal**

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

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

86 **Academic Dismissal**

87 A student who is on academic probation shall be subject to dismissal if the student
88 earned a cumulative and semester GPA below 2.0 in all units attempted in each of three
89 consecutive semesters.

90 A student who begins the spring semester on academic probation will be dismissed if
91 he/she fails to achieve a minimum semester GPA of 2.0 at the end of the spring term.

92 **Progress Dismissal**

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

96 A student who begins the spring semester on progress probation will be dismissed if
97 he/she fails to complete more than 50% of his/her spring semester course work with
98 grades other than W, I, or NC/NP at the end of the spring term.

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

102 **Readmission**

103 **Readmission after Dismissal**

104 A student who has been dismissed for academic and/or progress reasons is eligible to
105 return after one semester by petition to the Academic Review Committee. For further
106 information, please contact the Evaluations Office in the Student Services Center. A
107 student who is dismissed loses his/her continuing student status and must re-apply to
108 the College.

109 A student who believes his/her dismissal status should be exempt must petition the
110 Academic Review Committee. A student must meet with a counselor to initiate the
111 petition process. The following criteria will be considered:

- 112 • Documented extenuating circumstances
- 113 • Marked improvement in academic status at other academic institutions since
114 dismissal
- 115 • Semesters on which dismissal was based were atypical of past academic
116 performance
- 117 • Improved GPA as a result of grade changes, fulfillment of incomplete courses, or
118 academic renewal

119 **Standards for Evaluating Appeals**

120 Dismissal appeals may be granted under the following circumstances:

- 121 • The dismissal determination is based on the academic record for one semester
122 in which the record does not reflect the student's usual level of performance due
123 to accident, illness, or other circumstance beyond the control of the student.
124 Verification must be submitted with the appeal.

125 • The student enrolls in a corrective program designed to assist him/her in
126 improving academic skills, such as obtaining academic counseling and/or limiting
127 course load.

128 • The student demonstrates evidence of significant improvement in academic
129 achievement

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

134 Office of Primary Responsibility: Student Services