

**INSTRUCTIONAL SERVICES**

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

**References:**

Title 5 Sections 55031-55034

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 Life and Leadership.

**Probation**

**Standards for Probation Level 1 and 2**

Academic and progress probations 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 Level 2 is required to complete an online Success Workshop or 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 they have completed the workshop or met with a counselor. Probation is posted on the student's permanent record.

**Academic Probation Level 1 and 2**

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 probation are as follows:

- Academic Probation Level 1 - A student will be placed on academic Probation Level 1 when they have:
  - Attempted at least 12 graded units; and
  - Cumulative (overall) GPA falls below 2.0
- Academic Probation Level 1 Continued - A student will be continued on academic Probation Level 1 when their:
  - Cumulative (overall) GPA is below 2.0, and
  - Semester (term) GPA is at least 2.0

- Academic Probation Level 2 - A student will move to academic probation when their:
  - Cumulative (overall) GPA is below 2.0; and
  - Semester (term) GPA is below 2.0
- Academic Probation Level 2 Continued - A student will be continued on academic probation when their:
  - Cumulative (overall) GPA is below 2.0; and
  - Semester (term) GPA is at least 2.0

A student will remain on academic probation until they raise their cumulative GPA to 2.0 or higher, or they are dismissed from Palomar College due to continuing unsatisfactory academic performance.

### **Progress Probation Level 1 and 2**

To remain in good standing at Palomar College, a student must complete more than 50% of the units in which they have enrolled.

The various levels of progress probation are as follows:

- Progress Probation Level 1 - A student will be placed on progress probation when they have:
  - Attempted at least 12 units; and
  - Cumulative (overall) units with grades of W, I, NC, or NP reaches or exceeds 50% of all attempted units
- Progress Probation Level 1 Continued - A student will be continued on progress Probation Level 1 when their:
  - Cumulative (overall) attempted units with W, I, NC/NP grades continue to be 50% or more of all attempted units; and
  - Semester (term) attempted units with W, I, NC/NP grades are below 50%
- Progress Probation Level 2 - A student will move to progress probation if their:
  - Cumulative (overall) attempted units with W, I, NC/NP grades continue to be 50% or more of all attempted units; and
  - Semester (term) attempted units with W, I, NC/NP grades are also at 50% or more of all attempted units
- Progress Probation Level 2 Continued - A student will be continued on progress probation when their:

- Cumulative (overall) attempted units with W, I, NC/NP grades continue to be 50% or more of all attempted units; and
- Semester (term) attempted units with W, I, NC/NP grades are below 50%

A student will remain on progress probation until they increase their number of completed units to more than 50% of their attempted units, or they are dismissed from Palomar College due to continuing unsatisfactory progress.

**Notification of Probation**

Each student is entitled to be notified of their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. 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 them that they are 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 dismissal will be sent to the student informing them that they are subject to dismissal.

**Notification of Academic Probation:** At the end of each semester after the student has attempted 12 or more units and in which the student's GPA falls below 2.0 in all units attempted, a notice will be sent to the student informing them that they are on academic probation.

**Notification of Progress Probation:** At the end of each semester after the student has attempted 12 or more units and the cumulative units attempted with W, I, or NC/NP grades reaches or exceeds 50% of all units attempted, a notice will be sent to the student informing them that they are on progress probation.

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

**Notification of Academic Probation on a Continued Status:** A student who is on academic probation and earns a semester grade point average of 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

**Notification of Progress Probation on a Continued Status:** A student who is on progress probation and semester attempted units with a W, I, NP, or NC grades are below 50% shall not be dismissed as long as this minimum semester progress completion rate is maintained.

### **Standards for Dismissal**

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

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

### **Academic Dismissal**

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

Students who begin the spring semester on academic probation level 2 will be dismissed if they fail to achieve a minimum semester GPA of 2.0 at the end of the spring semester.

### **Progress Dismissal**

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

Students who begin the spring semester on progress probation level 2 will be dismissed if they fail to complete more than 50% of their spring semester course work with grades other than W, I, or NC/NP at the end of the spring semester.

**Dismissal Letter:** The letter notifying the student that they are subject to dismissal will cover, at a minimum, reference to this procedure, the definition of dismissal, procedure for reinstatement, and procedure to appeal the dismissal.

### **Appeal of Dismissal**

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal to the Evaluations Office and prior to the semester/session in which the student wishes to enroll. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Senior Director, Enrollment Services.

The decision of the Senior Director, Enrollment Services will be communicated to the student in writing by the Evaluations Office. The Office will notify the student of its action within 10 working days of receipt of the student's appeal. The student may appeal the decision of the Senior Director, Enrollment Services in writing to the Academic Review Committee, within 10 working days of the date of notification of the decision of the Senior Director, Enrollment Services. The Academic Review Committee meets as needed during the Semester but not more than once a month. The decision of the Academic Review Committee is final.

If the dismissal appeal is granted, the student will be continued on probation level 2 for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

### **Standards for Evaluating Appeals**

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist them in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

### **Re-Admission after Dismissal**

Students who have been dismissed for academic and/or progress reasons are eligible to return after one semester by petition, or students who have a break in enrollment of at least two full primary semesters are automatically reinstated with their academic standing reset.

Students who are reinstated by petition after one semester break or reinstated after a break of two or more semesters are provided resource information on services available to assist in their success.

In considering whether or not students may be re-admitted after a dismissal and one semester break, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on

which disqualification was based.

- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Students are automatically reinstated with their academic standing reset if they take a break in enrollment for two or more primary semesters. These students are encouraged to make an appointment with a Counselor to develop an Education Plan geared towards future success in completing their educational goals.

**Probation, Dismissal, Readmission Data Reporting**

The Superintendent/President shall develop and provide to the Board an annual report of the number of students who were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

Office of Primary Responsibility: Student Services