

AR 4250 Probation

References:

Title 5 Sections ~~55030, 55031, 55032, 55033, and 55034~~
Education Code Section 70902 subdivision_(b)(3);

NOTE: *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

Notification of Probation – Each 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 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 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 dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

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

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

NOTE: *This policy is **legally required**. The following standards are the minimum standards defined in Title 5. Boards may adopt more stringent standards as specified in 55031-55034, and if they have done so, board policy must reflect those standards.*

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the [**CEO**].

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal 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 three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student [**state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.**]

Readmission

A student who has been dismissed may request reinstatement [**conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed**].

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The [**CEO**] shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Revised 8/06, 8/07, 3/12, 4/18

AR 4342 Standards of Student Success – Probation and Disqualification

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services and programs to help students meet their goals. In order to achieve their goals, SMC students are expected to take responsibility for meeting the SMC Student Success Standards of "Academic Achievement" and "Timely Progress" as defined below:

1. Standards of Student Success

- a. Academic Achievement: A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA of 2.0 or higher meets the standards of academic achievement. The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.
- b. Timely Progress: A student who has enrolled in 12 or more cumulative units and receives less than 50% total of "W," "I," "NC" or "NP" notations has met the standards of timely progress.

2. Probation

Students who do not meet the conditions of academic achievement or timely progress will be placed on academic and/or progress probation. Students on probationary status are limited to an enrollment maximum of nine (9) units in a fall or spring semester and an enrollment maximum of five (5) units in a winter or summer intersession. Probationary students may also face restrictions from financial aid and/or SMC special programs in which they are involved.

There are two types of Probation: "Academic Probation," and "Progress Probation."

a. Academic Probation: A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA less than a 2.0 is placed on academic probation. The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.

b. Progress Probation: A student who has enrolled in 12 or more cumulative units and receives 50% or more "W," "I," "NC," or "NP" notations is placed on progress probation.

c. Probationary Status Removal: Once a student's status becomes probationary, the student should meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a Student Success Plan, including a comprehensive student education plan. d. Probationary status will be removed when the student meets the Standards of Student Success, as stated above.

1. If the student is on academic probation, probationary status will be removed once the cumulative total SMC GPA returns to 2.0 or higher.
2. If the student is on Progress Probation, probationary status will be removed once the percentage of cumulative "W," "I," "NC," or "NP" grades no longer exceeds 50 percent.
3. After two consecutive semesters of academic and/or progress probationary status, a student will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities. A student with demonstrated extenuating circumstances may appeal the loss of enrollment priority with Admissions and Records.
4. Effective Fall 2016, a student will lose eligibility for the Board of Governors Fee Waiver after two consecutive semesters of academic and/or progress probationary status. Foster youth are exempted. A student with demonstrated extenuating circumstances may file an appeal with the Financial Aid Office.

3. Disqualification

Any student on academic or progress probation for two consecutive semesters will be subject to disqualification. There are two types of Disqualification: "Academic Disqualification" and "Progress Disqualification."

a. Academic Disqualification will result if the cumulative total SMC GPA below a 2.0 is earned in the semester (fall or spring) following any semester of academic probationary status. However, any student on academic probation whose most recent regular semester grade point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.

b. Progress Disqualification will result if the cumulative SMC percentage of "W," "I," "NC," or "NP" notations received exceeds the allowed percentages, as defined in Progress Probation section 2(b), in the semester (fall or spring) following a semester of progress probationary status. However, any student on progress probation whose most recent regular semester work does not exceed 50% of "W," "I," "NC," and "NP" notations shall not be disqualified, but shall be continued on lack of progress probation.

Disqualification is a serious academic matter, as it means a student has been dismissed from Santa Monica College. Disqualified students are not eligible to enroll in courses at Santa Monica College, receive financial aid, and/or participate in SMC programs. In addition, disqualified students are often ineligible to transfer to other colleges or universities. Students who become disqualified after enrolling for the following semester will be administratively dropped from all enrolled classes, unless reinstated by a counselor.

4. Reinstatement after Disqualification for academic or lack of progress reasons

Reinstatement to SMC after disqualification is generally based on the number of times a student has been disqualified. Students transferring to SMC who have been disqualified from other institutions for academic or lack of progress reasons will be subject to the same reinstatement policy as SMC students. Students coming

from other institutions must submit all college transcripts before being considered for reinstatement. The following is the SMC Disqualified Student Reinstatement Policy:

- a. All disqualified students wishing to be considered for reinstatement are required to submit a Petition for Reinstatement by the stated deadline for each term, as established by the Counseling Department.

If a counselor determines that there is justification to reinstate a student, the student will be considered a readmitted disqualified student. The student will be allowed to enroll in up to a maximum of 6 units for a regular semester and up to a maximum of 3 units for winter and summer intersession, unless counselor determines an exception is warranted. Once the student's status has changed to probationary status, the student will be limited to a maximum of 9 units for a regular semester and a maximum of 5 units for winter and summer intersession. Once students meet the SMC Standards of Student Success, they will not have such unit limitations.

- b. After the first disqualification, students wishing to be considered for reinstatement to SMC are required to meet with a counselor to develop a Student Success Plan and petition for reinstatement for the desired semester.

- c. After the second disqualification, students are required to sit out for at least one semester. Students wishing to petition for reinstatement must meet with a counselor to develop a Student Success Plan. The counselor may determine any additional requirements to be met for reinstatement, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.

- d. After the third disqualification (and each disqualification thereafter), students are required to sit out for at least one year. Readmission to SMC after the year has passed will require a new application to SMC, a petition for reinstatement and must meet with a counselor to discuss possible readmission and to develop a Student Success Plan. The counselor may determine any additional requirements to be met for readmission, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.

- e. After two consecutive semesters of probationary status, disqualified status or readmitted status, students will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities. 5. 5.

5. Reinstatement after disqualification for other reasons

Students disqualified, suspended, expelled from other institutions for disciplinary issues should meet with the Admissions and Records supervisor to resolve their enrollment status.

Title 5, Sections 55030-55034 Reviewed and/or Updated: 9/16/03, 4/10/10, 11/20/12, 5/3/13, 9/20/13; 4/27/2016 § 55032. Removal from Probation. (a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. (b) A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%). (c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically: (1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or (2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%) for removal from probation. Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code. Reviewed and/or Updated: 9/16/03, 4/10/10, 11/20/12, 5/3/13, 9/20/13; 4/27/2016, 7/11/2016 Title 5, Sections 55030-55034