



ADMISSIONS & RECORDS OFFICE
 1900 Pico Blvd. ♦ Santa Monica, CA 90405 ♦ Phone: 310-434-4380 ♦ Fax: 310-434-3645
EXPLANATORY NOTICE ON ACADEMIC OR PROGRESS PROBATION
OR DISQUALIFICATION

Instructions: Please complete the information below. Admissions and Records personnel will process this explanatory notice within 7-10 business days. The notice will be mailed directly to the institution at the address provided.

STUDENT INFORMATION:			NOTICE SHOULD BE SENT TO:		
SMC ID:		DOB:		Contact/ Office:	
Last Name:	First Name:	Middle:		University:	
Address:				Address:	
City:	State:	Zip:		City:	State: Zip:
Phone:				Phone:	
Email:				ID:	

Do not write below

Explanatory Notice to College/University

The above named student was placed on academic or progress probation or was disqualified from attending Santa Monica College during the semesters/sessions as indicated in our official transcript. The probationary status or disqualification stemmed from failing to meet our Standards for Student Success. This notice does not address disciplinary probation, suspension, or expulsion.

** For your convenience, a brief written explanation concerning probation and disqualification is provided at the bottom of this sheet.*

The student was placed on: probation or was disqualified from attendance for:

- Academic reasons (student earned a semester or cumulative GPA of < 2.0, respectively).
- Lack-of-Progress (student completed less than the required percentage of units to remain in good standing).

If disqualified from attendance, the student:

- Was conditionally readmitted to Santa Monica College upon meeting institutionally-set conditions for the _____ semester/session (indicated on SMC transcript as “readmitted disqualified”).
- Did not submit a petition for readmission and was thus not readmitted.
- May petition for readmission to Santa Monica College. However, until then, Santa Monica College cannot comment on the student’s readmission eligibility/status.

Student returned to good standing after probation/disqualification starting the _____ semester/session.

Additional Comments:	SMC Certification:
	<div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Esau Tovar, Ph.D. Dean, Enrollment Services Date _____ </div>

Brief Explanation Concerning Probation and Disqualification:

- **Lack of Progress Probation:** Students enrolled in at least 12 semester units will be placed on progress probation if the percentage of cumulative units in which a student receives a grade of W (Withdrawal), I (Incomplete), or NP (No Pass) reaches or exceeds: (1) 50% of units enrolled, after enrolling in 12 - 30 units; or (2) 40% of units enrolled, after enrolling in 31 units or more.
- **Academic Probation:** Students will be placed on academic probation if they fall below a 2.0 (C) cumulative grade point average in 12 or more SMC units attempted (excludes any units for which a student received a grade of “P”, “NP”, “I”, “W” or “MW”).
- **Academic Disqualification:** Students who begin the Fall or Spring semester on academic probation and fail to achieve a cumulative GPA of 2.0 or higher by the end of the semester will be disqualified. However, any student on academic probation whose most recent semester GPA equals or exceeds a 2.0, will not be disqualified but instead, continue on academic probation. Upon petition and subject to eligibility, students may be readmitted as “readmitted disqualified” status.
- **Progress Disqualification:** Students who have been placed on progress probation at the end of a Fall or Spring semester will be disqualified from SMC at the end of the subsequent semester when the cumulative percentage of units in which a student receives a notation of W (Withdrawal), I (Incomplete), or NP (No Pass) reaches or exceeds: (1) 50% of units enrolled, after cumulatively enrolling in 12-30 units; or (2) 40% of units enrolled, after cumulatively enrolling in 31 or more units. However, any student on progress probation whose most recent semester work does not exceed the allowed percentage of “W”, “I” and/or “NP” notations will not be disqualified, but continue on progress probation.