

## AP 4250 Probation

### References:

Title 5 Sections 55031 - 55034

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

### Notification of Probation

Each student is entitled to be notified of his/her/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 him/her/them that he/she/they 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 student receives symbols of "W," "I," or "NP" in 50% or more 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/them that he/she/they 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.

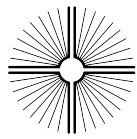
A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student on progress probation because of an excess of units for which entries of "W," "I," and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below 50%.

### Probation, Dismissal, Readmission Data Reporting

The [ **CEO** ] shall develop and provide to the Board for review [ **specify annual or other interval** ] report of the number of students who were placed on probation, dismissed, and

**Disclaimer:** *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*



reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

**Revised 8/06, 8/07, 3/12, 4/18, 4/21, 4/23**

**Disclaimer:** *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*