4250 Probation, Disqualification & Readmission

Probation
A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work at the college 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 at the college 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 fifty percent.

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

A student on academic probation shall be removed from probation when the student's accumulated grade point average of courses taken at the college 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 fifty percent.

Dismissal
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average at the college of less than 2.00 in all units attempted in each of three (3) 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 at the college for which entries of "W," "I," "NC" and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures.

Readmission
A student who has been dismissed may request reinstatement. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References:
Education Code Section 70902(b)(3); Title 5, Section 55030 through 55034.

Adopted: June 28, 2004
Revision Adopted: October 14, 2009
I. Notification of Academic and/or Progress Probation:

A. Each student is entitled to be notified of his/her academic status and the availability of college support services to respond to the academic status before the student is dismissed. Notification will consist, at a minimum, of the following: After having attempted a minimum of 12 semester units 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.

B. At the end of the semester in which the student is enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NP reaches or exceeds 50%, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on progress probation.

C. 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.

II. Probationary Notification:

A. The notification advising the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

B. 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.

III. Standards for Dismissal:

A. 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 2.0 [Section 55756(c) permits a district to establish a minimum cumulative grade point average of 1.75] in all units attempted in each of three (3) consecutive semesters [Section 55756(c) permits a district to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” and “NP” are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55756(c) permits a district to establish a minimum percentage of units of less than fifty percent.]

IV. Dismissal Notification:

A. The notification advising the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.
V. Appeal of Dismissal

A. 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.

VI. Modesto Junior College:

A. The student must file the written petition of appeal in the Counseling office within 60 days after the dismissal letter was mailed. If the student fails to file a written petition within the 60 days, the student waives all future rights to appeal the dismissal action. 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 Dean of Counseling and Student Services.

B. The student will be continued on probation until the Dean of Counseling and Student Services decides on the student’s appeal.

C. The decision of the Dean of Counseling and Student Services will be communicated to the student in writing by the Dean of Counseling and Student Services. The Dean of Counseling and Student Services 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 Dean of Counseling and Student Services in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Counseling and Student Services. The decision of the Vice President of Student Services is final.

D. If dismissal appeal is granted, the student will be continued on probation 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.

VII. Columbia College:

A. The student must file the written petition of appeal with the office of the Vice President of Student Learning within 60 days after the dismissal letter was mailed. If the student fails to file a written petition within the 60 days, the student waives all future rights to appeal the dismissal action. 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 Vice President for Student Learning or designee.

B. The student will be continued on probation until the Vice President for Student Learning or designee decides on the student’s appeal.

C. The decision of the Vice President for Student Learning or designee will be communicated to the student in writing. The student will be notified of the action within 10 working days of receipt of the student’s appeal. The student may appeal the decision in writing to the College President within 10 working days of the date of notification of the decision. The decision of the College President is final.

D. If dismissal appeal is granted, the student will be continued on probation 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.

VIII. Academic Status Procedures, Set Up Rules:

### Academic Standings (Codes) Description

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP1</td>
<td>Student has enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NP reaches or exceeds 50%.</td>
</tr>
<tr>
<td>CP1</td>
<td>Student Can Register Yes <em>X</em>_ No ____</td>
</tr>
<tr>
<td></td>
<td>Letter: <em>Initial Progress Status Notice</em>, Informing student of Progress Probation and the consequences of continued lack of progress. Provide information regarding counseling/support services at the college.</td>
</tr>
<tr>
<td>MP2</td>
<td>Student has remained on Progress Probation a second consecutive semester. (On a minimum of 12 units enrolled, the percentage of all units in which the student was enrolled, for which entries of W, NP reaches or exceeds 50% for a second consecutive semester.)</td>
</tr>
<tr>
<td>CP2</td>
<td>Student Can Register Yes ____ No <strong>X</strong></td>
</tr>
<tr>
<td></td>
<td>Letter: <em>Second Progress Status Notice</em>, Informing student that this is the second notice of Progress Probation and the consequences of continued lack of progress. They will lose their priority status if they do not attend a probationary workshop. Provide information regarding counseling/support services at the college.</td>
</tr>
<tr>
<td>MPD</td>
<td>Student has 50% or more W, NP in a third consecutive semester for all CUM Units. Student is Progress Dismissed.</td>
</tr>
<tr>
<td>CPD</td>
<td>Student Can Register Yes ____ No <strong>X</strong></td>
</tr>
<tr>
<td></td>
<td>Letter: <em>Progress Dismissal Notice</em>, Informing student that, as a result of being on Progress Probation status for three consecutive semesters, he/she is being placed on Progress Dismissal. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.</td>
</tr>
<tr>
<td>MA1</td>
<td>Student has attempted a minimum of 12 units and has earned a CUM GPA of less than 2.0.</td>
</tr>
<tr>
<td>CA1</td>
<td>Student Can Register Yes <em>X</em>_ No ____</td>
</tr>
<tr>
<td></td>
<td>Letter: <em>Academic Status Notice</em>, Informing student of Academic Probation and the consequences of continued substandard academic performance. Provide information regarding counseling/support services at the college.</td>
</tr>
<tr>
<td>MA2</td>
<td>Student has remained on Academic Probation a second consecutive semester because their CUM GPA is less than 2.0 on all units attempted.</td>
</tr>
<tr>
<td>CA2</td>
<td>Student Can Register Yes ____ No <strong>X</strong></td>
</tr>
</tbody>
</table>
Student Can Register  Yes  ____  No  _X_

**Letter: Second Academic Status Notice.** Informing student of second Notice of Academic Probation and the consequences of continued substandard academic performance. Provide information regarding counseling/support services at the college. They will lose their priority status if they do not attend a probationary workshop.

**MAD**  
Student has earned less than a CUM 2.0 in all units attempted in a third consecutive semester.  
Student Can Register  Yes  ____  No  _X_

**Letter: Academic Dismissal Notice.** Informing student that, as a result of being on Academic Probation status for three consecutive semesters, he/she is being placed on Academic Dismissal. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

**MP1A1**  
Student has enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NP reaches or exceeds 50% AND ALSO student has attempted a minimum of 12 units and has earned a CUM GPA of less than 2.0.

Student Can Register  Yes  _X___  No  ____

**Letter: Progress and Academic Status Notice.** Informing student of Progress and Academic Probation and the consequences of continued lack of progress and substandard academic performance. Provide information regarding counseling/support services at the college.

**MP1A2**  
Student has enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NP reaches or exceeds 50% AND ALSO Student has remained on Academic Probation a second consecutive semester. (CUM GPA is less than 2.0 in all units attempted for a second consecutive semester.)

Student Can Register  Yes  _X___  No  ____

**Letter: Initial Progress Status Notice, Second Academic Status Notice.** Informing student that this is the second notice of Academic Probation. Also inform student that he/she is being placed on Progress Probation. Point out the consequences of continued lack of progress and substandard academic performance. Provide information regarding counseling/support services at the college. They will lose their priority status if they do not attend a probationary workshop.

**MP1AD**  
Student has enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NP reaches or exceeds 50% AND ALSO Student has earned less than a CUM 2.0 in a third consecutive semester.  
Student Can Register  Yes  ____  No  _X_
Letter: **Progress and Academic Dismissal Notice.** Informing student that, as a result of being on Academic Probation status for three consecutive semesters, he/she is being placed on Academic Dismissal. Also point out that student’s progress also places him/her at Progress Probation status. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

**MP2A1**

Student has remained on Progress Probation a second consecutive semester (On a minimum of 12 units enrolled, the percentage of all units in which the student was enrolled, for which entries of W, NP reaches or exceeds 50% for a second consecutive semester) AND ALSO Student has attempted a minimum of 12 units and has earned a CUM GPA of less than 2.0.

**CP2A1**

Letter: **Second Notice of Progress Probation and Initial Notice of Academic Probation.** Informing student that this is the second notice of Progress Probation and that the student is also being placed on Academic Probation. Explain the consequences of continued lack of progress and substandard academic performance. Provide information regarding counseling/support services at the college. They will lose their priority status if they do not attend a probationary workshop.

**MP2A2**

Student has remained on Progress Probation a second consecutive semester (On a minimum of 12 units enrolled, the percentage of all units in which the student was enrolled, for which entries of W, NP reaches or exceeds 50%). AND ALSO Student has remained on Academic Probation a second consecutive semester. (CUM GPA = less than 2.0 on all units attempted)

**CP2A2**

Letter: **Second Notice of Progress and Academic Probation.** Informing student that this is the second notice of Progress and Academic Probation Explain the consequences of continued lack of progress and substandard academic performance. Provide information regarding counseling/support services at the college. They will lose their priority status if they do not attend a probationary workshop.

**MP2AD**

Student has remained on Progress Probation a second consecutive semester (On a minimum of 12 units enrolled, the percentage of all units in which the student was enrolled, for which entries of W, NP reaches or exceeds 50% for a second consecutive semester) AND ALSO Student has earned less than a CUM 2.0 in all units attempted in a third consecutive semester. Student is Academically Dismissed.

**CP2AD**

Letter: **Academic Dismissal Notice.** Informing student that, as a result of being on Academic Probation status for three consecutive semesters, he/she is being placed on Academic Dismissal. Also note in the letter that this is the student’s second consecutive semester of Progress Probation. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

**MPDA1**

Student has 50% or more W, NP in a third consecutive semester for all CUM Units. Student is Progress Dismissed.

**CPDA1**
AND ALSO student attempted a minimum of 12 units and has earned a CUM GPA of less than 2.0.

Student Can Register    Yes ____  No    X___

Letter: Progress Dismissal Notice. Informing student that, as a result of being on Progress Probation status for three consecutive semesters, he/she is being placed on Progress Dismissal. Also note that student is on Academic Probation. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

MPDA2  Student has 50% or more W, NP in a third consecutive semester for all CUM Units. Student is Progress Dismissed.

AND ALSO  Student has remained on Academic Probation a second consecutive semester. (CUM GPA = less than 2.0 on all units attempted for a second consecutive semester.)

Student Can Register    Yes ____  No    X___

Letter: Progress Dismissal Notice. Informing student that, as a result of being on Progress Probation status for three consecutive semesters, he/she is being placed on Progress Dismissal. Note that this is also the second semester of substandard academic performance. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

CPDA2

Student has 50% or more W, NP in a third consecutive semester for all CUM Units. Student is Progress Dismissed.

Student Can Register    Yes ____  No    X___

Letter: Progress Dismissal Notice. Informing student that, as a result of being on Progress Probation status for three consecutive semesters, he/she is being placed on Progress Dismissal. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

MPDAD  Student has 50% or more W, NP in a third consecutive semester for all CUM Units. Student is Progress Dismissed.

Student Can Register    Yes ____  No    X___

Letter: Academic and Progress Dismissal Notice. Informing student that, as a result of being on Academic and Progress Probation status for three consecutive semesters, he/she is being placed on Academic and Progress Dismissal. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

CPDAD

Student has 50% or more W, NP in a third consecutive semester for all CUM Units. Student is Progress Dismissed.

Student Can Register    Yes ____  No    X___

Letter: Academic and Progress Dismissal Notice. Informing student that, as a result of being on Academic and Progress Probation status for three consecutive semesters, he/she is being placed on Academic and Progress Dismissal. If the student wishes to appeal this decision an appointment should be scheduled with a counselor.

References:
Education Code Section 72620; Title 5, Sections 55754, 55755, 55756

Procedure Last Revised: March 12, 2008