AP 4250 PROBATION

References:
Title 5 Sections 55030-55034

Placement on Probation

Progress Probation:
After enrolling in at least 12 semester units at College of Marin, if the percentage of a student’s recorded entries of “W,” “I,” “NC,” and “NP” reaches or exceeds 50 percent of all units in which a student has enrolled in at College, of Marin, he/she shall be placed on progress probation at the end of the semester or session.

At the end of the third semester in which the student is on progress probation, a notice that the student is subject to dismissal will be sent to the student.

Academic Probation:
After attempting at least 12 semester units at College of Marin, a student shall be placed on academic probation at the end of the semester or session in which the student’s cumulative grade point average (GPA) falls below 2.0 in all units enrolled in at College of Marin.

Removal from Probation

Progress Probation:
A student will be removed from progress probation when the student’s cumulative Non-Progress Grade (NPG) drops below 50 percent.

Academic Probation:
A student will be removed from academic probation when the student’s cumulative GPA reaches 2.0 or higher.

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.

Notification of Probation

Students will be notified of their probationary status prior to the start of the next semester or session.
The notice will consist of, at a minimum, the following: the significance of being on probation, enrollment limits, appeal procedures, and a description of the support services and classes available to prevent dismissal.

**Enrollment Limits:**

Students on *probation* may not register in more than 13 units total for that entire Fall or Spring semester. For the summer session, students may enroll in one class regardless of the unit value or multiple classes not to exceed 4 units.

For students who have exceeded the unit limit and have not met the conditions to appeal, as described in the Appeal Procedure below, the student must drop the necessary class(es) to comply with the notification. If the student does not drop by the beginning of the semester or session, the College will reduce the course load to meet the maximum units allowed by random selection,

**Appeal Procedures:**

A student placed on probation may file a petition with the Office of Admissions and Records only if the student:

1) Believes an error has been made.

2) Provides evidence of graduating or transferring at the end of that semester.

3) Provides evidence that additional units are needed to meet a legally mandated training requirement.

Enrollment limits may not be appealed beyond the College Petitions Committee.

*Office of Primary Responsibility: Office of Student Learning*

**Date Approved:** May 18, 2010

(Replaces portions of College of Marin Procedure 4.0003 DP.10)