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 at the community 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 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.

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 attempted. “All units attempted” is defined as all units of credit for which the student is enrolled at the community 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 the minimum semester grade point average is maintained.

**Notification of Probation**

Students will be notified that he/she has been placed on probation of their probationary status prior to the start of the beginning of the next regular semester or session.

The notice will consist of, at a minimum, the following: a notice informing the student that he/she is on academic probation, the significance of being on probation, enrollment limits, appeal procedures, and a description of the support services and classes available to respond to their academic difficulty prevent before the student is dismissed.

- From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Pages 13-14)

**Probation/Dismissal**

**Standards for Probation** Title V, 55754-55755

A student who has enrolled in at least 12 units or 2 semesters and has a cumulative GPA of less than 2.0 will be subject to probation.

A student who has enrolled in at least 12 units or 2 semesters and has a cumulative NPG of 50 percent or more will be subject to probation.

Students who were dismissed or on probation at their last school of attendance will enter College of Marin on a probationary status.

**Standards During a Semester of Probation**

**Academic** — A student who does not have at least a 2.0 semester GPA during a semester of probation (including Summer) will be dismissed.

**Progress** — A student who has a 50 percent or more semester NPG during a semester of probation (including Summer) will be dismissed.

All probationary students are required to meet with a counselor and complete or update a Student Educational Plan.
Enrollment Limits:

Probationary students on probation may not register in more than 12 units total for the entire Fall or Spring semesters. For the summer session, students may enroll in one class regardless of the unit value or multiple classes not to exceed 4 units total or one class for the entire Summer session, unless the student provides evidence of graduating or transferring at the end of the semester. In such instances, 3 additional units may be approved. (The only other exception may be made for study skills and other counseling classes designed to help the student succeed.)

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

NOTE: The red type signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The information in blue type is additional language to consider including in this procedure. The language in green ink reflects revisions from VP Martinez and the Deans. The language in purple ink reflects revisions from the Academic Standards Committee. Approved by Academic Senate 3/25/10.
Legal Citations for AP4250 Probation, Disqualification, and
Readmission

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

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
(8) Establish rules and regulations governing student conduct.
(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.
(10) In its discretion, receive and administer gifts, grants, and scholarships.
(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.
(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.
(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.
(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.
(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.
(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.
(e) This section shall become operative on January 1, 2013.

5 CCR s 55030
Cal. Admin. Code tit. 5, s 55030

s 55030. Definitions.

For the purposes of this chapter, the following terms shall have the specified meanings:

(a) "All units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district governing board.
(b) “CR” means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

(c) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.


5 CCR s 55031
Cal. Admin. Code tit. 5, s 55031

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 3. PROBATION AND DISMISSAL

s 55031. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NP" and "NC" (as defined in sections 55023 and 55030) are recorded reaches or exceeds fifty percent (50 percent).

(c) The governing board of a community college district may adopt standards for probation not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%).

s 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.


s 55033. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.
(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; 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%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.


5 CCR s 55034
Cal. Admin. Code tit. 5, s 55034

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on
probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.