



## Policy

### 4250 Probation, Dismissal, and Readmission

#### Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work as shown by the official academic record 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 as shown by the official academic record and the percentage of all units in which the student has enrolled, for which entries of Withdrawal ("W"), Incomplete ("I"), No Credit ("NC"), and No Pass ("NP") were recorded reaches or exceeds fifty percent.

A student on academic probation shall be removed from probation when the student's accumulated grade point average 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 ("CUM") grade point average at the college of less than 2.0 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.

The letter notifying 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.

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 each college's catalog.

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

#### Probation, Dismissal, Readmission Data Reporting

1 The Chancellor shall develop and provide to the Board an annual report of the number of students who  
2 were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race,  
3 age, gender, or any other characteristic identified by the Board.

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5 The Board encourages enrollment in counseling and guidance classes and/or participation in workshops  
6 or individual resources that help students succeed following placement on probation.

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8 **References:**

9 Education Code Section [70902 subdivision \(b\)\(3\)](#); Title 5 Sections [55031-55034](#)

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11 **Adopted:** June 28, 2004

12 **Revision Adopted:** ~~October 14, 2009, June 13, 2018,~~ December 14, 2022

13 **Last Reviewed:** ~~June 13, 2018,~~ December 14, 2022

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## Administrative Procedure

### 4250 Probation, Dismissal, and Readmission

- 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. "All units attempted" is defined as all units of credit for which the student is enrolled in at either college that they attend in the Yosemite Community College District.
  - B. At the end of the semester in which the student is enrolled in at least 12 units and the percentage of a student's recorded entries of "W," "I," "NC," and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed 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.
  - D. The notification advising the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.
- II. 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.
- III. 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.
- IV. Dismissal Appeal:
  - 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/Student Services.
  - B. The student will be continued on probation until the Dean of Counseling/Student Services decides on the student's appeal.

1 C. The decision of the Dean of Counseling/Student Services will be communicated to the student in  
2 writing by the Dean of Counseling/Student Services. The Dean of Counseling/Student Services  
3 will notify the student of its action within 10 working days of receipt of the student’s appeal. The  
4 student may appeal the decision of the Dean of Counseling/Student Services in writing to the Vice  
5 President of Student Services within 10 working days of the date of notification of the decision of  
6 the Dean of Counseling/Student Services. The decision of the Vice President of Student Services  
7 is final.

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9 D. If dismissal appeal is granted, the student will be continued on probation for an additional  
10 semester. At the end of the additional semester the student’s academic record will again be  
11 evaluated to determine whether the student may be removed from probation, should be  
12 dismissed, or should be continued on probation.

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14 V. Probation, Dismissal, Readmission Data Reporting

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16 A. The Chancellor shall develop and provide to the Board an annual report of the number of students  
17 who were placed on probation, dismissed, and reinstated. This report must disaggregate the  
18 students by race, age, gender, or any other characteristic identified by the Board.

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20 **References:**

21 Title 5 Sections [55031-55034](#)

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23 **Procedure Last Revised:** ~~March 12, 2008, June 13, 2018,~~ December 14, 2022

24 **Last Reviewed:** ~~June 13, 2018,~~ December 14, 2022