



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 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 Withdrawal ("W"), Incomplete ("I"), No Credit ("NC"), and No Pass ("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 ("CUM") grade point average at the college of less than 1.75 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.

1 The Chancellor shall develop procedures for the implementation of this policy that comply with the Title
2 5 requirements.

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4 **References:**

5 Education Code Section [70902 subdivision \(b\)\(3\)](#); Title 5 Sections [55031-55034](#)
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7 **Adopted:** June 28, 2004

8 **Revision Adopted:** ~~October 14, 2009~~, June 13, 2018

9 **Last Reviewed:** June 13, 2018
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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 the community college that they attend.
 - 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. 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 1.75 [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.]
 - 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. 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.
- IV. 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.

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2 V. Modesto Junior College:
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- 4 A. The student must file the written petition of appeal in the Counseling office within 60 days after
5 the dismissal letter was mailed. If the student fails to file a written petition within the 60 days,
6 the student waives all future rights to appeal the dismissal action. It is the student's responsibility
7 to indicate on the petition a clear statement of the grounds on which continued enrollment should
8 be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the
9 Dean of Student Services.
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11 B. The student will be continued on probation until the Dean of Student Services decides on the
12 student's appeal.
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14 C. The decision of the Dean of Student Services will be communicated to the student in writing by
15 the Dean of Student Services. The Dean of Student Services will notify the student of its action
16 within 10 working days of receipt of the student's appeal. The student may appeal the decision
17 of the Dean of Student Services in writing to the Vice President of Student Services within 10
18 working days of the date of notification of the decision of the Dean of Student Services. The
19 decision of the Vice President of Student Services is final.
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21 D. If dismissal appeal is granted, the student will be continued on probation for an additional
22 semester. At the end of the additional semester the student's academic record will again be
23 evaluated to determine whether the student may be removed from probation, should be
24 dismissed, or should be continued on probation.
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26 VI. Columbia College:
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- 28 A. The student must file the written petition of appeal with the office of the Vice President of Student
29 Services within 60 days after the dismissal letter was mailed. If the student fails to file a written
30 petition within the 60 days, the student waives all future rights to appeal the dismissal action. It
31 is the student's responsibility to indicate on the petition a clear statement of the grounds on which
32 continued enrollment should be granted and to provide evidence supporting the reasons.
33 Petitions will be reviewed by the Vice President for Student Services or designee.
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35 B. The student will be continued on probation until the Vice President for Student Services or
36 designee decides on the student's appeal.
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38 C. The decision of the Vice President for Student Services or designee will be communicated to the
39 student in writing. The student will be notified of the action within 10 working days of receipt of
40 the student's appeal. The student may appeal the decision in writing to the College President
41 within 10 working days of the date of notification of the decision. The decision of the College
42 President is final.
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44 D. If dismissal appeal is granted, the student will be continued on probation for an additional
45 semester. At the end of the additional semester the student's academic record will again be
46 evaluated to determine whether the student may be removed from probation, should be
47 dismissed, or should be continued on probation.
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49 VII. Academic Status Procedures, Set Up Rules:
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51 **Academic**

Standings (Computer Codes)	Description
MP1 CP1	<p>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%.</p> <p>Student Can Register Yes <u> X </u> No <u> </u></p>
	<p>Letter: Initial Progress Status Notice. Informing student of Progress Probation and the consequences of continued lack of progress. Provide information regarding counseling/support services at the college.</p>
MP2 CP2	<p>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.)</p> <p>Student Can Register Yes <u> </u> No <u> X </u></p>
	<p>Letter: Second Progress Status Notice. 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. Provide information regarding counseling/support services at the college.</p>
MPD CPD	<p>Student has 50% or more W, NP in a third consecutive semester for all CUM Units. Student is Progress Dismissed.</p> <p>Student Can Register Yes <u> </u> No <u> X </u></p>
	<p>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.</p>
MA1 CA1	<p>Student has attempted a minimum of 12 units and has earned a CUM GPA of less than 2.0.</p> <p>Student Can Register Yes <u> X </u> No <u> </u></p>
	<p>Letter: Academic Status Notice. Informing student of Academic Probation and the consequences of continued substandard academic performance. Provide information regarding counseling/support services at the college.</p>
MA2 CA2	<p>Student has remained on Academic Probation a second consecutive semester because their CUM GPA is less than 2.0 on all units attempted.</p> <p>Student Can Register Yes <u> </u> No <u> X </u></p>
	<p>Letter: Second Academic Status Notice. Informing student of second Notice of Academic Probation and the consequences of continued substandard academic performance.</p>

Provide information regarding counseling/support services at the college. They will lose their priority status.

**MAD
CAD**

Student has earned less than a CUM 2.0 in all units attempted in a third consecutive semester. Student is Academically Dismissed.

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
CP1A1**

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
CP1A2**

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.

**MP1AD
CP1AD**

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 is Academically Dismissed.

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
CP2A1**

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.

Student Can Register Yes X No

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.

**MP2A2
CP2A2**

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)

Student Can Register Yes X No

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.

**MP2AD
CP2AD**

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.

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. 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
CPDA1**

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

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**MPDA2
CPDA2**

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.

**MPDAD
CPDAD**

Student has 50% or more W, NP in a third consecutive semester for all CUM Units.
Student is Progress Dismissed. AND ALSO student has earned less than a CUM 2.0 in all units attempted in a third consecutive semester. Student is Academically 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:

Title 5 Sections [55031-55034](#)

Procedure Last Revised: ~~March 12, 2008~~, June 13, 2018

Last Reviewed: June 13, 2018