

Academic Affairs

Review 4-5-2017 to AS & Cari Torres
No CCLC updates through #30 – April 2017

ASC Revision - September 2017

ASC Revision - October 1, 2017

ASC Revision - November 14, 2017

ASC Revision - February 21, 2018

ASC Revision – March 14, 2018

ASC Revision – March 28, 2018

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.

~~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.~~

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~~ **15** 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~~ **5** 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 [Enrollment Services](#) only if the student can provide evidence that additional units beyond the enrollment limits are needed to:

- ~~1) Believes an [institutional](#) error has been made.~~
- 2) 1) Provides evidence of graduating **Graduate** or transferring at the end of that semester **and/or**
- 3) 2) Provides evidence that additional units are needed to **m**Meet a legally mandated training requirement
- ~~4. Disagrees with the initial judgement made by the Dean of Enrollment Services due to documented extenuating circumstances not previously submitted at the time of review.~~

A student may request a hearing with the College Petitions Committee if the student can provide documented extenuating circumstances that were not submitted at the time of the initial review by the Dean of Enrollment Services. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

The College Petitions Committee convenes to hear student appeals only when classes are in session during the Fall and Spring semesters. 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)

CCLC Template Language for reference. Language in purple, blue, brown, yellow, grey and green ink is recommended by ASC.

NOTE: *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

Notification of Probation – Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: 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.

If 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.

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.

Probationary Letter – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

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.

Revised 8/06, 8/07, 3/12