

**CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.20.1 (AP 4250 and 4255)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject 6.20.1 Probation, Dismissal and Readmission: General and Inclusion/Exclusion of Units Attempted

Revision Date: 06/13

References: Title 5 Sections 55030, 55031, 55032, 55033 and 55034

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1. All academic standards shall conform to the education and administrative codes of the State of California and shall include procedures whereby students may petition a College Academic Standards Committee for reinstatement in college in the event of their failure to maintain the required standards.
 2. Inclusion/Exclusion of Units Attempted – The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:
 - a. All units in which the student has been officially enrolled, except those in which the students has been assigned a grade or non-evaluative symbol of “W,” “MW,” “CR,” “NC,” “I,” “RD,” or “IP” when computing grade point average.
 - b. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of “MW,” “RD,” or “IP” when applying the satisfactory progress rule.
 - c. All SMCCCD units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.
 3. 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.
 4. 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.
 5. 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 he/she attends.
 6. 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.

6.20.1 Probation, Dismissal and Readmission (continued)

7. 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.
8. Standards for Dismissal – 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)** in all units attempted in each of 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,” “NC,” and “NP” are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).
9. Dismissal Notification – 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.
10. Appeal of Dismissal – The student has the right to appeal a proposed dismissal action if the student believes that facts exist that warrant an exception to the dismissal action. The student must file the written reinstatement petition with the Counseling Department. 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 Counseling Department. The student will be continued on probation until the Counseling Department decides on the student's appeal.
11. The decision will be communicated to the student in writing. The student may appeal the decision of the Counseling Department in writing to the Dean of Counseling, within 30 working days of the date of notification of the decision. The decision of the Dean of Counseling is final.
12. If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.