

AR 4250 PROBATION

NOTE: The following language in red ink is legally required. Local practice may be inserted, but it should address the minimum requirements reflected in red ink below.

❖ From current SMC AR 4342 Standards of Student Success – Probation and Disqualification

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services and programs to help students meet their goals. In order to achieve their goals, SMC students are expected to take responsibility for meeting the SMC Student Success Standards of “Academic Achievement” and “Timely Progress” as defined below:

1. Standards of Student Success

- a. **Academic Achievement:** A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA of 2.0 or higher meets the standards of academic achievement. The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.
- b. **Timely Progress:** A student who has enrolled in 12 or more cumulative units and receives less than 50% total of “W,” “I,” “NC” or “NP” notations has met the standards of timely progress.

2. Probation

Students who do not meet the conditions of academic achievement or timely progress will be placed on academic and/or progress probation. Students on probationary status are limited to an enrollment maximum of nine (9) units in a fall or spring semester and an enrollment maximum of five (5) units in a winter or summer intersession. Probationary students may also face restrictions from financial aid and/or SMC special programs in which they are involved.

After two consecutive semesters of academic and/or progress probationary status, a student will be subject to a lower enrollment priority as stated in AR 4114.8 [5055](#) Enrollment Priorities. A student with demonstrated extenuating circumstances may appeal the loss of enrollment priority with Admissions and Records.

Effective Fall 2016, a student will lose eligibility for the Board of Governors Fee Waiver after two consecutive semesters of academic and/or progress probationary status. Foster youth are exempted. A student with demonstrated extenuating circumstances may file an appeal with the Financial Aid Office.

There are two types of Probation: “Academic Probation” and “Progress Probation.”

- a. **Academic Probation:** A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA less than a 2.0 is placed on academic probation.

The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.

- b. **Progress Probation:** A student who has enrolled in 12 or more cumulative units and receives 50% or more “W,” “I,” “NC,” or “NP” notations is placed on progress probation.
- c. **Probationary Status Removal:** Once a student’s status becomes probationary, the student should meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a Student Success Plan, including a comprehensive student education plan.

Probationary status will be removed when the student meets the Standards of Student Success, as stated above.

1. If the student is on academic probation, probationary status will be removed once the cumulative total SMC GPA returns to 2.0 or higher.
2. If the student is on Progress Probation, probationary status will be removed once the percentage of cumulative “W,” “I,” “NC,” or “NP” grades no longer exceeds 50 percent.

Notification of Probation

Each student is entitled to be notified of their 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 them that they are on academic probation. “All units attempted” is defined as all units of credit in which the student is enrolled at the College 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 them that they are 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.

Proposed Language from Alicia,

1. Definitions

a. Standards of Achievement

i. Academic

A student who has attempted 12 or more semester units and earns at least a cumulative 2.0 grade point average of all units attempted at Santa Monica College that were graded (A, B, C, D, F). Students are eligible to enroll in a maximum of 16 semester units in the fall/spring semesters and 8 semester units in the winter/summer session.

ii. Progress

A student who has enrolled in 12 or more semester units and completes more than 50% of all semester units at Santa Monica College with less than 50% of the following notations: “W,” “I,” “NC,” and/or “NP.” Students are eligible to enroll in a maximum of 16 semester units in the fall/spring semesters and 8 semester units in the winter/summer session.

b. Probation

i. Academic probation

A student who has attempted 12 or more semester units and earns a cumulative grade point average less than 2.0 in all units attempted at Santa Monica College that were graded (A, B, C, D, F), shall be placed on academic probation. Students are limited to 12 semester units in the fall/spring semester and ? semester units in the winter/summers session while on probation.

ii. Progress probation

A student who has enrolled in 12 or more semester units and receives 50% or more of the following notations: “W”, “I”, “NP” and/or “NC” at Santa Monica College shall be placed on progress probation. Students are limited to 12 semester units in the fall/spring semester and ? semester units in the winter/summers session while on probation

2. Probation Intervention First Semester

Students who are placed on first-time academic or progress probation shall be notified of their status in writing (through transcript notation and electronic notice) and, as a condition

of enrollment, may include 1 or more of the following intervention strategies for the next semester of enrollment:

- a. Participation in an individual or group counseling activity/meeting (BTS);
- b. Meeting with a counselor to assess progress;
- c. Completion of English and math placement process;
- d. Development or review of a Student Educational Plan (SEP)
- e. Enrollment in a designated college success or career planning class;
- f. Enrollment in a unit load not to exceed 12 units;
- g. Participation in student support services;
- h. Review of transcripts from other colleges;
- i. Have a hold placed on the student records that would prevent the student from registering. To remove the hold, a counselor is required to forward the new/updated SEP.

3. Probation Intervention Second Semester

Students who are placed on academic or progress probation for the second semester shall be notified of their status in writing (through transcript notation and/or electronic message and/or letter) and, as a condition of enrollment, for the next semester of enrollment may include 1 or more of the following intervention strategies:

- a. Meeting with a counselor to assess progress;
- b. Development or review of a Student Educational Plan (SEP);
- c. Enrollment in a designated college success, career planning, or (?personal finance) class;
- d. Enrollment in a unit load not to exceed 12 units;
- e. Participation in student support services;
- f. Application of repeat petitions and/or academic renewal and/or progress renewal.

4. Probation Intervention Third Semester, Dismissal Intervention

- a. If a student has earned a 2.0 semester grade point average or higher in the third semester in which they would have been dismissed, and their Santa Monica College cumulative grade point average is not a 2.0, the student will not be dismissed, but instead will continue on academic probation.
- b. If a student has completed more than 60% of the units enrolled in at Santa Monica College in the third semester in which they would have been dismissed, and their cumulative units enrolled in at Santa Monica College does not reach or exceeds 50%, the student will not be dismissed, but instead will continue on progress probation.

California College Promise Grant

- a. *The College shall inform students by prominently displaying and disseminating information about California College Promise Grant eligibility and student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in College catalogs, class schedules and College website. (Title 5, § 58621(b))*
- b. Students placed on academic or progress probation shall be notified of their status following the end of the term that resulted in the student being placed on academic or progress probation. The notice shall state that 2 consecutive semesters of probation will lead to loss of the California College Promise Grant until the student is no longer on probation. This notice shall also advise students about the available student support services to assist them in maintaining eligibility. (Title 5, § 58621(d)(1))
- c. The Santa Monica College Financial Aid Office webpage includes procedures by which a student may appeal the loss of the California College Promise Grant due to extenuating circumstances, or where a student with a disability applied for, not receive, reasonable accommodation in a timely manner. (Title 5, § 58621(e))
 1. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Essential student support services include, but are not limited to, services identified in the student education plan developed under Title 5, section 55524, and any services to which the student was referred pursuant to Title 5, section 55520. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status. (Title 5, § 58621(e))
- d. Students who have demonstrated significant academic improvement may retain or appeal the loss of the California College Promise Grant. Significant academic improvement is

defined as achieving no less than the minimum grade point average and progress standard established in Title 5, section 55031 (a). (Title 5, § 58621(e))

- e. A student who successfully appeals the loss of enrollment priority shall also have California College Promise Grant eligibility restored. (Title 5, § 58621(e))

Enrollment Priority

(a) After two consecutive semesters of academic and/or progress probationary status students will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities.

(b) Appeal of Loss of Enrollment Priority

In accordance with Title 5, Section 58108, SMC will consider an appeal of the loss of enrollment priority for a given term due to:

1. Extenuating circumstances i.e. verified cases of accident, illness or other circumstances beyond the control of the student; or
2. Where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner; or
3. Students on academic and/or progress probation for two consecutive semesters who have shown academic improvement in a term (achieving no less than a 2.0 G.P.A. and meeting at least 50% completion rate), but they still remain on probation; and lastly
4. Students of a Special Program that grants enrollment priority, but did not receive it, will need to petition with verification of program participation.

The Special Consideration Committee or Admissions Dean or designee will have the sole discretion to determine the approval or denial of a student's appeal. An approved appeal will result in an assigned improved enrollment priority date within the student's enrollment priority group. The District will ensure that these procedures are reflected in college catalog, class schedules, admissions webpage and that all students have appropriate and timely notice of the requirements of this regulation.

NOTE: The following language from current SMC AR 4342 Standards of Student Success – Probation and Disqualification regarding disqualification and reinstatement is shown as struck (below) as it is now reflected in new AR 4255 Dismissal and Readmission.

3. Disqualification

~~Any student on academic or progress probation for two consecutive semesters will be subject to disqualification. There are two types of Disqualification: “Academic Disqualification” and “Progress Disqualification.”~~

~~a. Academic Disqualification will result if the cumulative total SMC GPA below a 2.0 is earned in the semester (fall or spring) following any semester of academic probationary status. However, any student on academic probation whose most recent regular semester grade point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.~~

~~b. Progress Disqualification will result if the cumulative SMC percentage of “W,” “I,” “NC,” or “NP” notations received exceeds the allowed percentages, as defined in Progress Probation section 2(b), in the semester (fall or spring) following a semester of progress probationary status. However, any student on progress probation whose most recent regular semester work does not exceed 50% of “W,” “I,” “NC,” and “NP” notations shall not be disqualified, but shall be continued on lack of progress probation.~~

~~Disqualification is a serious academic matter, as it means a student has been dismissed from Santa Monica College. Disqualified students are not eligible to enroll in courses at Santa Monica College, receive financial aid, and/or participate in SMC programs. In addition, disqualified students are often ineligible to transfer to other colleges or universities. Students who become disqualified after enrolling for the following semester will be administratively dropped from all enrolled classes, unless reinstated by a counselor.~~

4. Reinstatement after Disqualification for academic or lack of progress reasons

~~Reinstatement to SMC after disqualification is generally based on the number of times a student has been disqualified. Students transferring to SMC who have been disqualified from other institutions for academic or lack of progress reasons will be subject to the same reinstatement policy as SMC students. Students coming from other institutions must submit all college transcripts before being considered for reinstatement.~~

~~The following is the SMC Disqualified Student Reinstatement Policy:~~

~~a. All disqualified students wishing to be considered for reinstatement are required to submit a Petition for Reinstatement by the stated deadline for each term, as established by the Counseling Department.~~

~~If a counselor determines that there is justification to reinstate a student, the student will be considered a readmitted disqualified student. The student will be allowed to enroll in up to a maximum of 6 units for a regular semester and up to a maximum of 3 units for winter and summer intersession, unless counselor determines an exception is warranted. Once the student’s status has changed to probationary status, the student will be limited to a maximum of 9 units for a regular semester and a maximum of 5~~

~~units for winter and summer intersession. Once students meet the SMC Standards of Student Success, they will not have such unit limitations.~~

- ~~b. After the first disqualification, students wishing to be considered for reinstatement to SMC are required to meet with a counselor to develop a Student Success Plan and petition for reinstatement for the desired semester.~~
- ~~c. After the second disqualification, students are required to sit out for at least one semester. Students wishing to petition for reinstatement must meet with a counselor to develop a Student Success Plan. The counselor may determine any additional requirements to be met for reinstatement, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.~~
- ~~d. After the third disqualification (and each disqualification thereafter), students are required to sit out for at least one year. Readmission to SMC after the year has passed will require a new application to SMC, a petition for reinstatement and must meet with a counselor to discuss possible readmission and to develop a Student Success Plan. The counselor may determine any additional requirements to be met for readmission, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.~~
- ~~e. After two consecutive semesters of probationary status, disqualified status or readmitted status, students will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities.~~

5. Reinstatement after disqualification for other reasons

~~Students disqualified, suspended, expelled from other institutions for disciplinary issues should meet with the Admissions and Records supervisor to resolve their enrollment status.~~

[Also see BP 4250 Probation, Dismissal, and Readmission; AR 4255 Disqualification and Dismissal; BP/AR 5500 Standards of Student Conduct; AR 5520 Student Discipline Procedures; and AR 5530 Student Rights and Grievances.](#)

References:

Title 5, Sections 55031 – 55034, 55520, 55023, 55524, 58621

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this regulation in August 2006, August 2007, and March 2012. The language in **black ink** is from current SMC AR 4342 Standards of Student Success – Probation and Disqualification approved on September 16, 2003 and revised on April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016; and July 11, 2016. The language in **blue ink** is included for consideration. The language in **yellow highlighting** (above in this regulation) is included to draw the reviewers' attention, and this language will be removed upon final approval.

Approved: September 16, 2003

Revised: May 3, 2013; April 27, 2016; July 11, 2016; (Replaces SMC AR 4342)

Legal Citations for AR 4250

Education Code 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, 2014.

§ 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) 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.

→§ 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%).

→§ 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.

➔§ 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.

➔§ 55034. Notification of Probation and Dismissal.

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.

§ 55520. Required Services.

At a minimum, each community college district shall provide students, except as exempted pursuant to section 55532, with all of the following Student Success and Support Program services:

- (a) orientation on a timely basis, pursuant to section 55521.
- (b) assessment for all nonexempt students pursuant to section 55522;
- (c) counseling, advising, or other education planning services for nonexempt students pursuant to section 55523;
- (d) assistance in developing a student education plan pursuant to section 55524, which identifies the student's education goal, course of study, and the courses, services, and programs to be used to achieve them;
- (e) follow-up services, pursuant to section 55525, to evaluate the academic progress of, and provide support services to, at risk students; and
- (f) referral of students to:
 - (1) support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services, foster youth support services, veterans support services, and Disabled Students Programs and Services; and
 - (2) curriculum offerings which may be available, including but not limited to, basic skills, noncredit programs, and English as a Second Language.

§ 55524. Student Education Plan.

(a) Each district or college shall establish a process that takes into consideration the student services and instructional resources available for assisting students to select an education goal and course of study within a reasonable time after admission as required by section 55530(d). This shall include, but not be limited to, the provision of counseling as required by section 55523.

(b) Districts or colleges shall provide students with an opportunity to develop student education plans that are either:

(1) Abbreviated. Abbreviated student education plans are one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate; or

(2) Comprehensive. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study.

The comprehensive plan helps the student achieve their course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.

(c) Once a continuing nonexempt student has selected an education goal and course of study, the district shall make a reasonable effort to afford the student the opportunity to develop a comprehensive student education plan describing the responsibilities of the student, the requirements he or she must meet, and the courses, programs, and services required and available to achieve the stated goal.

(d) The student education plan developed pursuant to subdivision (b) shall be accessible, timely, and recorded in electronic form. The plan and its implementation shall be reviewed as necessary to ensure that it continues to accurately reflect the needs and goals of the student. Districts or colleges shall make a reasonable effort to not duplicate education planning processes including for students participating in special programs.

(e) If a student believes the district or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a).

§ 58621. Loss of Eligibility.

(a) (1) Districts shall adopt policies providing that a student who is otherwise eligible for a Board of Governors (BOG) Fee Waiver shall become ineligible if the student is placed on academic or progress probation, as defined in section 55031(a) or (b), or any combination thereof for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. (2) Foster Youth, as defined in Education Code 66025.9(b), shall not be subject to loss of BOG Fee Waiver under this section. This exemption is effective until the date specified in Education Code 66025.9(c).

(b) For purposes of this section, primary terms are fall and spring semesters for colleges on a semester system and fall, winter, and spring quarters for colleges on a quarter system. Terms 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 primary term.

(c) Districts shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing BOG Fee Waiver eligibility. Dissemination includes but is not limited to information provided in college catalogs and class schedules.

(d) Students placed on academic or progress probation pursuant to section 55031(a) or (b) shall be notified of their status no later than thirty days following the end of the term that resulted in the student being placed on academic or progress probation. This notice shall clearly state that two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation pursuant to section 55031(a) or (b). This notice shall also advise students about the available student support services to assist them in maintaining eligibility. Pursuant to Section 55523(c) colleges shall ensure that students shall have the opportunity to receive appropriate counseling, assessment, advising, or other education planning services on a timely basis to mitigate potential loss of the fee waiver.

(e) Each community college district shall establish written procedures by which a student may appeal the loss of the BOG Fee Waiver due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Essential student support services include, but are not limited to, services identified in the student education plan developed under section 55524, and any services to which the student was referred pursuant to section 55520. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status. Districts may allow students who have demonstrated significant academic improvement to retain or appeal the loss of the BOG Fee Waiver. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031

(a) and (b). A student who successfully appeals the loss of enrollment priority shall also have BOG Fee Waiver eligibility restored.

(f) Districts shall begin notifications to students following the spring 2015 term and ensure that the requirements of this section are fully operational for registration for the fall 2016 term. Loss of BOG Fee Waiver eligibility pursuant to this section shall not occur prior to the fall 2016 term. Districts shall ensure that all board policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

(g) Districts shall not impose requirements for BOG Fee Waiver eligibility other than the requirements of this section and section 58620.

§ 58620. Student Eligibility: Board of Governors Fee Waiver.