

# **Proposed Changes to Probation and Dismissal Regulations**

I would like to express my deepest gratitude to my colleagues who agreed to join this subcommittee. They deserve to be recognized for their hard work on drafting the proposed changes to the regulations I am presenting (see attached). I am deeply indebted to each of them for their invaluable contributions.

This subcommittee met over a year's period paying particular attention to making revisions through an equity lens while also meeting Title 5 and Ed Code. We learned enormously from the data gathered and from each other. Their continued commitment to equity will no doubt make a positive difference in the lives of our students.

My heartfelt thanks to all of you. You are appreciated for all you do, day after day.

Subcommittee Members:

- **Benny Blaydes**, Associated Students
- **Jackie Del Banco**, EOPS
- **Melissa Edson**, General Counseling & Transfer Services
- **Aimee Lem**, Pico Partnership
- **Rocio Menendez-Mata**, Pico Partnership
- **Ana Montes de Vega**, Health Sciences
- **Leticia Montoya**, Center for Students with Disabilities
- **Audrey Sandoval**, CalWORKS
- **Hirut Turner**, Black Collegians/Adelante Program
- **Alicia Villalpando**, General Counseling & Transfer Services

## AR 4250 PROBATION

Santa Monica College recognizes that student success is a shared responsibility between the District and the student. The College provides a broad range of academic courses, student support services, counseling and academic programs to help students achieve their goals. The College shall ensure that students have equitable access to counseling and other student support services. The District shall include provisions for proactive interventions such as GPS (Gateway to Persistence and Success), in cases of multiple withdrawals.

### 1. Standards of Academic and Progress Achievement

- a. A student who has attempted 12 or more graded (A, B, C, D, F) units at Santa Monica College and earns at least a cumulative 2.0 grade point average of all units attempted as shown on their SMC transcript meets the standards of academic achievement.
- b. A student who has enrolled in 12 or more cumulative units at Santa Monica College and receives less than 50% total of "W (Withdrawal)", "I (Incomplete)", or "NP (No Pass)", (formerly "NC" No Credit) notations as shown on their SMC transcript meets the standards of progress achievement.

Students meeting the standards of achievement are eligible to enroll in a maximum of 16 units in the fall/spring semester and 8 units in the winter/summer session.

### 2. Standards of Academic and Progress Probation

Students who do not meet the standards of academic or progress achievement are placed on probation at the end of the fall or spring semester. Students placed on probation are encouraged to meet with a counselor to discuss the circumstances that led to the probation as soon as possible. The counselor will identify support services, create a student education plan and identify specific intervention strategies.

- a. A student who has attempted 12 or more graded (A, B, C, D, F) units at Santa Monica College and earns less than a cumulative 2.0 grade point average of all units attempted as shown on their SMC transcript is placed on academic probation.
- b. A student who has enrolled in 12 or more cumulative units at Santa Monica College and receives notations of "W" (Withdrawal), "I" (Incomplete), or "NP" (No Pass) in 50% or more of all units enrolled as shown on their SMC transcript is placed on progress probation.
- c. Military Withdrawal (MW) and Excused Withdrawal (EW) notations are excluded from progress probation and dismissal calculations.
- d. Students will be placed on probation status at the end of Fall or Spring semesters only. Probation notations will only be made at the end of Fall or Spring semesters only.

First Semester: A student who is placed on first-time academic and/or progress probation shall be limited to nine (9) units in a fall/spring semester and five (5) units in a winter/summer session. The student shall be notified of their probation status and be informed of intervention strategies.

Second Consecutive Semester: A student who is placed on academic and/or progress probation for the second consecutive semester shall be limited to six (6) units in a fall/spring semester and three (3) units in a winter/summer session. The student shall be notified of their probation status and be informed of intervention strategies.

Third Consecutive Semester: A student who is placed on academic and/or progress probation for the third consecutive semester shall be dismissed. See AR 4255 Dismissal and Reinstatement

Following dismissal, a student may petition for reinstatement. (see AR 4255 Dismissal and Reinstatement). If reinstated, the student shall be limited to (6) units in a fall or spring semester and three (3) units in winter or summer session.

### 3. Notification of Probation

Each student will be notified of their probation status, information on removal from probation, how to access their SMC transcript, and the availability of counseling and other support services to help students meet achievement standards. The student will receive notification within 30 days of the conclusion of the semester or as soon as all grades are available. This notice shall also clearly state that two consecutive Fall or Spring semesters of probation will lead to the loss of the California College Promise Grant (Fee Waiver) and the loss of enrollment priority until the student is no longer on probation or reinstated through an appeal. The College shall ensure that students have the opportunity to receive counseling, and educational planning services on a timely basis to mitigate academic circumstances and the loss of the California College Promise Grant.

### 4. Removal from Probation

- a. Students on academic probation will be removed from probation status when their SMC cumulative grade point average is 2.0 or higher, as shown on their SMC transcript, which may be a result of grade changes, course repetitions, completion of incomplete courses, and/or academic renewal.
- b. Students on progress probation, will be removed from probation once their percentage of SMC cumulative total units enrolled of "W", "I", or "NP" formerly "NC" notations is less than 50 percent, as shown on their SMC transcript, which may be a result of grade changes, course repetitions, completion of incomplete courses, and/or progress renewal.
- c. Grades earned and units enrolled and completed in a fall semester, winter session, spring semester and summer session shall count towards removal of probation status.

### 5. Loss and Appeal Procedure of California College Promise Grant (CCPG)

A student will lose eligibility for the California College Promise Grant (Fee Waiver) after two consecutive semesters (not including Winter/Summer session) of academic and/or progress probationary status. Foster youth are exempt. This foster youth exemption is effective until the date specified in Education Code 66025.9(c). A student with demonstrated extenuating or extraordinary circumstances may file an appeal for reinstatement with the Financial Aid Office (Title 5 §58621).

- 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 the College catalog, class schedule 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 the 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 SMC Financial Aid Office webpage will include procedures by which a student may appeal the loss of the California College Promise Grant due to extenuating or extraordinary circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner (Title 5 §58621(e)).
  - Extenuating circumstances are circumstances beyond the control of the student or evidence that the student was unable to obtain essential student support services per Title 5 §55024. Essential student support services include, but are not limited to, services identified in the student education plan developed under Title 5 §55524, and any services to which the student was referred pursuant to Title 5 §55520. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status (Title 5 §58621(e)).
  - Extraordinary circumstances are external factors affecting the College and the student per Title 5 §58509.
- 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 §55031(a) and §58621(e).
- e. A student who successfully appeals the loss of enrollment priority per AR 5055 Enrollment Priorities shall also have their California College Promise Grant eligibility restored per Title 5 §58621(e).

## 6. Loss and Appeal Procedure of Enrollment Priority

After two consecutive Fall or Spring semesters (not including Winter/Summer session) of academic and/or progress probationary status, a student will be subject to a lower enrollment priority as stated in AR 5055 Enrollment Priorities. A student with demonstrated extenuating or extraordinary circumstances may appeal the loss of enrollment priority with Admissions and Records.

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

- a. Extenuating circumstances: circumstances beyond the control of the student affecting ability to complete course(s) per Title 5 §55024; or
- b. Extraordinary circumstances: are external factors affecting the College and the student affecting ability to complete course(s) per Title 5, Section 55000 and 58509.
- c. Students with a disability who applied for, but did not receive reasonable accommodation in a timely manner; or
- d. Students on academic and/or progress probation that for two consecutive semesters have shown academic improvement in a term (achieving no less than a 2.0 grade point average and met at least 50% completion rate), but still remain on probation; and lastly
- e. Students of a Special Program that grants enrollment priority, did not receive it, will need to file a “Special Consideration” petition to the office of Admissions and Records with verification of program participation.

The Admissions Special Consideration Committee 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 College will ensure that these procedures are reflected in the college catalog, class schedule, admissions webpage, financial aid webpage, and that all students have appropriate and timely notice of the requirements of this regulation.

#### 7. Other Restrictions or Limitations

Financial aid and/or Special Programs eligibility may be impacted due to probationary status.

Also see BP/AR 4255 Dismissal and Reinstatement, BP/AR 5500 Standards of Student Conduct, AR 5520 Student Discipline Procedures, and AR 5530 Student Rights and Grievances

Revised 10/12/22

#### **References:**

Title 5 Sections 55023, 55030-55034, 55520-55525 and 58621  
Education Code 70902

**Approved:** September 16, 2003

**Revised:** April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016;  
(Replaces SMC AR 4342)

## AR 4255 DISMISSAL AND REINSTATEMENT

Santa Monica College recognizes that student success is a shared responsibility between the District and the student. The College provides a broad range of academic courses, student support services, counseling and academic programs to help students achieve their goals. The College shall ensure that students have equitable access to counseling and other student support services. The District shall include provisions for proactive interventions such as GPS (Gateway to Persistence and Success), in cases of multiple withdrawals

### 1. Standards for Academic and Progress Dismissal

- a. A student who is on academic probation is subject to dismissal when the student has earned a SMC cumulative grade point average (gpa) below a 2.0, in all units attempted in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one full primary semester (Fall/Spring).

However, a student who earns a semester grade point average of 2.0 or higher at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the semester gpa and the cumulative gpa is below a 2.0, the student will be dismissed.

- b. A student who is on progress probation is subject to dismissal when the student receives notations of "W" (Withdrawal), "I" (Incomplete), or "NP" (No Pass) in 50% or more of all units enrolled in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one full primary semester (Fall/Spring).

However, a student who completes less than 50% of the units enrolled with notations of "W", "I" or "NP" at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the student completes more than 50% of the units enrolled with notations of "W", "I" or "NP" and the cumulative units enrolled with notations of "W", "I" or "NP" is 50% or above, the student will be dismissed.

Military withdrawals (MW) and Excused withdrawals (EW) shall not be included in progress probation or progress dismissal calculations.

### 2. Notification of Academic and Progress Dismissal

The notification will cover the type of dismissal, an explanation of what dismissal means and its impact, and the procedure for reinstatement while also providing counseling and other support services.

### 3. Petition for Reinstatement

A student on dismissal may complete a "Petition for Reinstatement" which will include their current academic goal, the circumstances that led to their dismissal and their success plan. A counselor will review the petition, determine if the student will be reinstated and confirm unit limitations. If reinstated, the counselor will identify support services or counseling programs, recommend courses, and create either an abbreviated or comprehensive educational plan that reflects the

student's current academic goal per Title 5 §55520 Required Services and §55524 Student Education Plan.

Reinstated students are limited to three (3) units in the winter/summer session and six (6) units in the fall/spring semester, unless the counselor determines an exception is warranted.

A student who sits out for two semesters or longer breaks consecutive enrollment for standards of dismissal. The student will need to complete the SMC online application and a "petition for reinstatement".

After the second or subsequent consecutive dismissal, students are required to meet with a counselor to determine reinstatement and may be required to sit out for one semester or longer unless an appeal is granted.

#### 4. Dismissals from Another College

Students on academic or progress dismissal from other institutions will be required to complete the "Petition for Reinstatement" and encouraged to submit an unofficial copy of their transcript(s). *In some cases, unofficial transcripts may not be available to students.*

Reinstated students are limited to three (3) units in the winter/summer session and six (6) units in the fall/spring semester, unless the counselor determines an exception is warranted.

#### 5. Appeal Process

A student has the right to appeal the denial of a reinstatement or the unit limitations by submitting a counseling "Special Consideration Request". The appeal response will be communicated to the student within 5-10 business days.

#### 6. Removal from Dismissal

Students who have met the SMC Standards for Academic and/or Progress Achievement per AR 4250 Probation at the end of Fall/Spring semester will be notified by email.

#### 7. Transcript Notations

Notations are limited to Academic Probation, Progress Probation, Academic Dismissal and Progress Dismissal and are annotated at the end of Fall/Spring semester.

#### 8. Probation, Dismissal, Readmission Data Reporting

The Vice President of Student Services shall provide to the Board of Trustees an annual report of the number of students who were placed on probation, dismissal, and reinstatement. This report must disaggregate the students by race/ethnicity, gender, age, or any other characteristic identified by the Board of Trustees.

Also see BP/AR 4250 Probation, BP/AR 5500 Standards of Student Conduct, AR 5520 Student Discipline Procedures, and AR 5530 Student Rights and Grievances

Updated: October 26, 2022

## References:

Title 5 Sections 55031-55034, 55520 and 55524  
Education Code 70902

**Approved:** September 16, 2003

**Revised:** April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016;

*(Replaces SMC AR 4342)*

### ❖ **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.~~

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

~~● **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.~~

~~● **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.~~

~~**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.~~



- a. ~~If the student is on academic probation, probationary status will be removed once the cumulative total SMC GPA returns to 2.0 or higher.~~
- b. ~~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.~~

~~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 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.~~

### **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.~~

~~Reference: Title 5, Sections 55030—55034~~

~~**Approved:** September 16, 2003~~

~~**Revised:** April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016;~~

~~(Replaces SMC AR 4342)~~