

AR 4250 PROBATION ACADEMIC NOTICE

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, including intrusive counseling and GPS (Gateway to Persistence and Success), in cases of multiple withdrawals.

1. Academic Standards of Academic and Progress Achievement for Credit Courses

- 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 academic standards of academic achievement.~~ the academic standards.
- b. A student who has enrolled in 12 or more cumulative units at Santa Monica College and receives lower 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 progress standards of progress achievement.~~ the progress standards.

Students meeting the academic 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 Notice~~ (Academic Notice can be either?)

Students who do not meet the academic standards ~~of academic or progress achievement~~ are placed on ~~probation~~ academic notice and/or progress notice at the end of the fall or spring semester. Students ~~placed on probation are encouraged~~ urged to meet with a counselor as soon as notice is received. ~~to discuss the circumstances that led to the probation as soon as possible.~~ The counselor will identify support services and/or special programs, 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 lower than a cumulative 2.0 grade point average of all units attempted as shown on their SMC transcript is placed on academic ~~probation~~ notice.
- 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~~ notice.
- c. A student who is on both types of notice will receive one notation on academic record, progress or academic or only notice?
- d. Military Withdrawal (MW) and Excused Withdrawal (EW) notations are excluded from ~~progress probation and dismissal~~ academic standard calculations.

- d. Students will be placed on ~~probation status~~ notice at the end of fall or spring semesters only. ~~Probation~~ One academic notice notations on a transcript will ~~only~~ be made at the end of fall or spring semesters only. Revisit

First Semester: A student who is placed on first-time academic and/or progress ~~notice~~ 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 academic notice ~~probation~~ status and be informed of intervention strategies.

Second Consecutive Semester: If a student is not off of academic and/or progress ~~notice~~ probation at the end of the second consecutive semester, the student 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~~ academic notice status and be informed of intervention strategies.

Third Consecutive Semester: If a student is not off of academic and/or progress ~~notice~~ probation at the end of the third consecutive semester, the student shall be subjected to temporary dismissal from the college-dismissed. See AR 4255 Dismissal and Reinstatement
Following academic and/or progress 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.

Semesters shall be considered consecutive on the basis of student's credit course enrollment, so long as the break in student's enrollment does not exceed one semester.

Counselors have the discretion to determine if an exception is warranted to unit limitations.

3. Notification of Probation Notification to Student

Each student will be notified of their ~~probation~~ academic and/or progress notice status. ~~The following information will be included:~~ on removal from probation academic and progress notice, how to connect with a counselor, how to access their SMC transcript, and the availability of counseling and other support services to help students meet ~~achievement~~ academic standards and goals. 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~~ academic and/or progress notice 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~~ academic and/or progress notice 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, and enrollment priority. Counselors will provide students with information on the appeal processes.

4. Removal from ~~Probation~~ Academic and/or Progress Notice

- a. Students on academic ~~probation notice~~ will achieve academic standards ~~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. No notation will be made on the academic transcript.
- b. Students on progress ~~probation notice~~, will achieve progress standards ~~be removed from probation status~~ once their percentage of SMC cumulative total units enrolled of “W”, “I”, or “NP” formerly “NC” notations is lower 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. No notation will be made on the academic transcript.
- 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~~ achieving academic standards. No notation will be made on the academic transcript.

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 notice ~~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 and/or progress notice ~~or progress probation~~ shall be notified of their academic status following the end of the term that resulted in the student being placed on academic notice ~~and/or progress probation~~. The notification notice shall state that 2 consecutive semesters of ~~probation~~ academic and/or progress notice will lead to the loss of the California College Promise Grant until the student regains eligibility. ~~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 lower 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 notice 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 by submitting a Special Consideration petition.

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 notice and/or progress probation~~ who have shown academic improvement in a term (achieving no lower than a 2.0 grade point average and met at least 50% completion rate), but still remain on academic notice 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 academic standing.
~~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

References:

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

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4/10/10; 11/20/12; 5/3/13; 4/27/16; 4/19/23; 3/12/25~~

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 9 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 55033 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 2.0** 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.

Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 55031-55034