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**Administrative Regulation**  
**Chapter 4 – Academic Affairs**

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**AR 4250      ACADEMIC AND PROGRESS 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 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 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 progress standards.

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

2. Academic and Progress Notice

Students who do not meet the academic standards are placed on academic notice and/or progress notice at the end of the fall or spring semester. Students are urged to meet with a counselor as soon as notice is received. 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 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 notice.

- c. Military Withdrawal (MW) and Excused Withdrawal (EW) notations are excluded from academic standard calculations and in calculating the permitted number of withdrawals.
- d. Students will be placed on notice at the end of fall or spring semesters only. Students will be notified in writing and on their student portal of their academic standing.

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

Second Consecutive Semester: If a student is not off of academic and/or progress notice 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 academic notice status and be informed of intervention strategies.

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

Following academic and/or progress dismissal, a student may petition for reinstatement. (see AR 4255 Temporary 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 to Student

Each student will be notified of their academic and/or progress notice. The following information will be included: 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 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 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 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 Academic and/or Progress Notice

- a. Students on academic notice will achieve academic standards 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 notice, will achieve progress standards 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.
- c. Grades earned and units enrolled and completed in a fall semester, winter session, spring semester and summer session shall count towards achieving academic standards.

#### 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 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 shall be notified of their status following the end of the term that resulted in the student being placed on notice. The notification shall state that 2 consecutive semesters of academic and/or progress notice will lead to the loss of the California College Promise Grant until the student regains eligibility. 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 notice, 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 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 notice; 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.

Also see BP/AR 4255 Temporary 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*

*Approved: September 16, 2003*

*Revised: April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016; April 19, 2023, October 17, 2023, April 29, 2025*

*(Replaces former SMC AR 4342, Probation)*