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

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**AR 4255      ACADEMIC/PROGRESS PAUSE AND RESTART**

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. Standards for Academic and Progress Pause for Credit Courses

- a. A student who is on academic notice is subject to academic pause 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 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 subject to academic pause. If in the subsequent semester, the semester GPA and the cumulative GPA is below a 2.0, the student will be subject to academic pause.

- b. A student who is on progress notice is subject to progress pause 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 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 subject to progress pause. 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 subject to progress pause.

Military withdrawals (MW) and Excused withdrawals (EW) shall not be included in academic standard calculations and in calculating the permitted number of withdrawals.

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.

2. Notification of Academic and Progress Pause

The notification will cover an explanation of what academic and progress pause means and its impact, and the procedure for restart while also identifying opportunities for counseling and other support services.

3. Petition for Restart

A student subject to pause may complete a "Petition for Restart" which will include their current academic goal, the circumstances that led to their academic and/or progress pause and their success plan. A counselor will review the petition, determine if the student will be restarting and confirm unit limitations. If restarting, the counselor will identify support services or counseling programs, recommend courses, and create a comprehensive educational plan that reflects the student's current academic goal per Title 5 §55520 Required Services and §55524 Student Education Plan.

Restarting 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 consecutive semesters (fall/spring) or longer breaks consecutive enrollment for academic standards. The student will need to complete the SMC online application and a "petition for restart".

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

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

4. Pauses from Another College

Students on academic or progress pause from other institution(s) will be required to complete the "Petition for Restart" and are encouraged to submit an unofficial copy of their transcript(s). In some cases, unofficial transcripts may not be available to students. Restarting 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 restart 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 Academic and Progress Pause

Students who return to good standing have met SMC Academic Standards and will be notified by email at the end of fall/spring semester.

7. Academic and Progress Notice, Academic and Progress Pause, and Restarted Student 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 academic and progress notice, academic and progress pause, and restart status. This report must disaggregate the students by race/ethnicity, gender, age, or any other characteristic identified by the Board of Trustees. The annual report shall include a specific action plan that connects students to appropriate support services and interventions to improve success rates for students. The report should be developed in concert with the Institutional Research Office and counseling department.

Also see BP/AR 4250 Academic Notice, BP/AR 5500 Standards of Student Conduct, AR 5520 Disciplinary Procedures for Student Conduct Violations, and AR 5530 Student Rights and Grievances

References:

*Title 5 Sections 55031-55034, 55520 and 55524*

*Education Code 70902*

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*Revised: April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016; April 19, 2023, October 17, 2023, April 29, 2025; June 11, 2026*

*(Replaces former SMC AR 4342)*