

# APPENDIX XIII

## Probation, Dismissal and Readmission

Reference: Board Policy 4250 Probation Dismissal and Readmission (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=CCF3RB0819CF>); Administrative Procedure 4250 Probation (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=CCHP6261DA4B>); Administrative Procedure 4255 Dismissal and Readmission (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=ANZUM27BDA71>)

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

### Probation and Notification

Each student is entitled to be notified of academic difficulty and the college support services available to respond to the academic difficulty before the student is dismissed. This is the purpose of the probation process.

Each enrolled student's status is recorded at the end of each term as part of the student's academic record. The transcript notation specifies the student's status for both academic and progress categories as either "in good standing," "on probation" - level I or II, or "dismissed." Probation status may result in limiting the number of units in which a student may enroll. Continued probation may lead to further reduction of units and/or dismissal.

There are two types of probation and two levels to each probation type:

#### 1. Academic Probation - Definition

A student who has attempted at least 12 semester units as shown by the official academic record, and has a resulting grade point average (GPA) below 2.0, shall receive a notice informing him/her that he/she is on academic probation.

- **Academic Probation I.** GPA has dropped below a 2.0 (C) average. In order to assist the student to concentrate effort and improve the GPA, the student is now limited to registering for no more than 12 units for the following term.
- **Academic Probation II.** GPA has dropped below a 2.0 (C) average for 2 consecutive semesters. In order to assist the student to concentrate effort and improve the GPA, a student is now limited to registering for no more than 6 units next term.

#### 2. Progress Probation - Definition

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation 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.

- **Progress Probation I.** The student has received credit for 50% or less of the overall units attempted. In order to assist the student to concentrate effort and improve academic progress, the student is now limited to registering for no more than 12 units next term.
- **Progress Probation II.** The student has received credit for 50% or less of the overall units attempted for two consecutive semesters. In order to assist the student to further concentrate effort and improve

academic progress, the student is now limited to registering for no more than 6 units next term.

### Probationary Notification

The communication notifying the student of probation will cover, at a minimum, the results and significance of being on probation, condition(s) of continuing enrollment, and description of the services available.

### Condition of Continuing Enrollment - Procedures

A student placed on probation wishing to exceed indicated allowable unit limits must follow the petitioning procedure outlined by the individual college. Each probationary student shall have access to support services needed to help overcome perceived academic difficulties.

A student transferring from one college to another within the three Colleges of the Ventura County Community College District, or taking classes at more than one college within the district, is subject to the probation and dismissal petition procedures of the receiving or granting college.

A student transferring to a college of the Ventura County Community College District from a college outside the District is subject to the same probation and dismissal policies as native students of this District.

### Probation Appeal

A student placed on probation can meet with a counselor to review their probation status and request approval to enroll in more units. If approval is granted, the student will be approved to register for additional units beyond the unit limit on their current probation status. At the end of the semester, the student's academic record will again be evaluated to determine whether the student may be approved for additional units, or should be held to the unit limits of their probation status.

### Removal from Probation

A student on academic probation shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

A student on progress probation shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

### Possible Dismissal

A student on academic or progress probation will be sent a subject to dismissal notice to inform the student of possible dismissal at the end of the third semester on academic or progress probation.

A student who is on academic probation and earns a semester grade point average of 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

### Probation, Dismissal, Readmission Data Reporting

The President shall provide the Board of Trustees an annual report of the number of students who were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race, age, gender, income, or any other characteristic identified by the Board.

### Standards for Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of three (3) consecutive semesters, and has a semester GPA of less than 2.00 for the current semester.

A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

## Dismissal Letter

Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

The college emails a letter indicating "academic dismissal" to the student's college email address.

The letter references this procedure, explains the meaning of dismissal, the procedure for reinstatement, and procedure to appeal the dismissal.

Fall Dismissals: Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than January 30, informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

## Procedure for Fall Dismissal Appeals

Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

## Academic Record

Each enrolled student's status is recorded at the end of each term as part of the student's academic record; the notation specifies the student's status for both academic and progress categories as either "in good standing," "on probation," or "dismissed."

## Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action.

The student must file the written petition of appeal with the Chief Instructional Officer or designee within 30 days after the dismissal letter was mailed. If the student fails to file a written petition within 30 days, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual

level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.

- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

The student will continue on probation until the Chief Instructional Officer or designee decides on the student's appeal.

The decision of the Chief Instructional Officer will be communicated to the student in writing by the Chief Instructional Officer or designee; the Chief Instructional Officer or designee will notify the student of its action within 10 days of receipt of the student's appeal.

The student may appeal the decision of the Chief Instructional Officer or designee in writing to the College President, within 10 working days of the date of notification of the decision of the Chief Instructional Officer or designee. The decision of the College President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Continued Enrollment or Readmission: A student applying for readmission shall receive counseling to assess his/her academic and career goals and must have counselor approval of his/her educational program prior to registration. Students appeal for continued enrollment or readmission through the Counseling Department.

In considering whether or not students may be re-admitted after a dismissal and a minimum of one semester absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

A student who does not enroll at a VCCCD college for at least one semester after dismissal will be allowed to enroll in a minimum of one course.