



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
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### 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** next semester
- **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 semester.

## 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" in at least two semesters 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 semester.
- **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 semester.

### 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 available other support services needed to help overcome the 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 who can demonstrate and document significant extenuating circumstances may file a written appeal for review of probation status with the Chief Instructional Officer or designee.

### Removal from Probation

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

A student on progress probation because of an excess of units for which entries of "W," "I" and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

### Possible Dismissal *(also see AP 4255 Disqualification and Dismissal)*

At the end of the third semester on which the student is on academic or progress probation, a subject to dismissal notice will be sent to the student regarding possible dismissal.

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.

[See Board Policy 4250 Probation, Dismissal, and Readmission](#)

#### Governance Review

2021 01.19 Board of Trustees

2020 12.14 Chancellor's Cabinet

11/16/21, 3:04 PM

BoardDocs® Plus

2020 12.10 DTRW-SS

2020 11.12 DTRW-SS

2020 10.08 DTRW-SS

2020 05.07 DTRW-I/SS Joint Meeting