

Academic Affairs

AP 4250 PROBATION**References:**

Title 5 Sections 55031-55034

Placement on-Probation**Progress Probation:**

After enrolling in at least 12 units at College of Marin, if the percentage of a student's recorded entries of "W," "I," "NC," and "NP" reaches or exceeds 50 percent of all units in which a student has enrolled in at College, of Marin, he/she/they shall be placed on progress probation at the end of the term.

Academic Probation:

After attempting at least 12 units at College of Marin, a student shall be placed on academic probation at the end of the term in which the student's cumulative grade point average (GPA) falls below 2.0 in all units enrolled in at College of Marin.

Removal from Probation**Progress Probation:**

A student will be removed from progress probation when the student's cumulative Non-Progress Grade (NPG) drops below 50 percent.

Academic Probation:

A student will be removed from academic probation when the student's cumulative GPA reaches 2.0 or higher.

A student who is on academic probation and earns a term grade point average of 1.75 or better shall not be dismissed as long as this minimum term grade point average is maintained.

Notification of Probation and Probationary Letter

Each student is entitled to be notified of his/her/their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her/them that he/she/they is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the student receives symbols of "W," "I," or "NP" in 50% or more of all units in which a student has enrolled, the student shall be placed on progress probation. Students will be notified of their probationary status prior to the start of the next term.

At the end of the second semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her/them that he/she/they is subject to dismissal.

The probationary notice and/or letter will consist of, at a minimum, the following: the significance of being on probation, enrollment limits, appeal procedures, and a description of the support services and classes available to prevent dismissal.

Enrollment Limits:

Students on *probation* may not register in more than 15 units total for that entire fall or spring term. For the summer term, students may enroll in one class regardless of the unit value or multiple classes not to exceed 5 units.

Appeal Procedures:

A student placed on probation may file a petition with Enrollment Services only if the student can provide evidence that additional units beyond the enrollment limits are needed to:

- 1) Graduate or transfer at the end of that term.
- 2) Meet a legally mandated training requirement.

Enrollment limits may not be appealed beyond the College Petitions Committee.

Probation, Dismissal, Readmission Data Reporting

The Superintendent/President shall develop and provide to the Board for review 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, or any other characteristic identified by the Board.

Office of Primary Responsibility: Office of Enrollment Services

Date Approved: May 18, 2010 (*Replaced portions of College of Marin Procedure 4.0003 DP.10*)

Date Reviewed/Revised: June 18, 2019; April 19, 2022

Date Revised: December 12, 2023