



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 3000.3 – STUDENT ACADEMIC STANDING

---

In accordance with Title 5, sections 55031-55034, students are expected to maintain a level of academic performance or be subject to probation and/or dismissal.

#### 1. DEFINITIONS

- a. Good standing – Grade point average (GPA) of 2.0 or higher; completion of at least 60% of cumulative units attempted.
- b. Progress Probation\* – Percentage of cumulative units of “W,” “I,” and “NP” recorded, reaches or exceeds 40%; a completion rate of less than 60%.
- c. Academic Probation – Cumulative grade point average below 2.0.
- d. Progress Disqualification\* – Student on progress probation who, in the subsequent semester, completes less than 60% of units attempted.
- e. Academic Disqualification – Student on academic probation whose grade point average, in the subsequent semester, is below 2.0.

\*Executive Order 2020-02, suspended sections of Title 5, related to student academic standing. Colleges may not include a No Pass (NP) or Incomplete (I) from the Spring 2020 semester into academic standing calculations for progress probation or disqualification.

#### 2. ACADEMIC STANDING

- a. Regular Standing – Once a student **attempts** 12 units, the academic standing rules begin to apply for progress probation and disqualification. Once the student **earns** 12 units, the academic standing rules apply for academic probation and disqualification.
  - 1) Probationary Status – Students on a probationary status will be:
    - a) Sent a notification of status; and
    - b) Advised to meet with a college counselor.
  - 2) First Disqualification – Students disqualified for the first time will:
    - a) Be dropped from all classes in the subsequent semester (if enrolled); and
    - b) Have a hold placed on their record to meet with a college counselor.

If a counselor provisionally readmits the student, the hold will automatically be removed.

3) Second Disqualification – Students disqualified for the second time will:

- a) Be dropped from all classes in the subsequent semester (if enrolled);
- b) Have a hold placed on their record; and
- c) Be required to sit out for one year.

If a counselor provisionally readmits the student, the hold will automatically be removed.

4) Third Disqualification, or more – Students disqualified for three or more times will:

- a) Be dropped from all classes in the subsequent semester (if enrolled);
- b) Have a hold placed on their record;
- c) Be required to sit out for one year;
- d) Be required to petition to be readmitted in a subsequent semester

(1) A petition for Reinstatement should be submitted to the Vice President, Student Services by the published deadline. If approved, the student will present their case for readmission to a hearing panel.

(2) If approved for readmission, the student will be required to file an Application for Admission.

(3) If the student is approved for provisional readmission, the hold will automatically be removed.

b. Provisional Standing – Once the student **attempts** 12 units, the academic standing rules begin to apply for progress probation and disqualification. Once the student **earns** 12 units, the academic standing rules apply for academic probation and disqualification.

1) Good Standing – Provisional students with three consecutive semesters of good academic standing will convert to Regular admission status.

2) Probationary Status – Provisional students on a probationary status will:

- a) Be dropped from all classes in the subsequent semester (if enrolled); and
- b) Have a hold placed on their record to meet with a college counselor.

If a counselor provisionally readmits the student, the hold will automatically be removed.

3) First Disqualification – Students disqualified for the first time will:

- a) Be dropped from all classes in the subsequent semester (if enrolled); and
- b) Have a hold placed on their record to meet with a college counselor.

If the counselor provisionally readmits the student, the hold will automatically be removed.

4) Second Disqualification – Students disqualified for the second time will:

- a) Be dropped from all classes in the subsequent semester (if enrolled);
- b) Have a hold placed on their record; and
- c) Be required to sit out for one semester.

If a counselor provisionally readmits the student, the hold will automatically be removed.

5) Third Disqualification, or more – Students disqualified for three or more times will:

- a) Be dropped from all classes in the subsequent semester (if enrolled);
- b) Have a hold placed on their record;
- c) Be required to sit out for one year; and
- d) Be required to petition to be readmitted in a subsequent semester

(1) A petition for Reinstatement should be submitted to the Vice President, Student Services by the published deadline. If approved, the student will present their case for readmission to a hearing panel.

(2) If approved for readmission, the student will be required to file an Application for Admission.

(3) If the student is approved for provisional readmission, the hold will automatically be removed.

If the student is approved for provisional readmission, the hold will automatically be removed.

c. Special Part-Time – The academic standing rules apply upon enrollment.

1) Probationary Status – Special part-time students on a probationary status will:

- a) Be dropped from all classes in the subsequent semester (if enrolled); and
- b) Have a hold placed on their record to meet with a college counselor.

If a counselor provisionally readmits the student, the hold will automatically be removed.

- 2) First Disqualification – Students disqualified for the first time will:
  - a) Be dropped from all classes in the subsequent semester (if enrolled); and
  - b) Have a hold placed on their record.

The student may not return until he/she meets the criteria for a different admission status described in *AP 3000.2, Student Admission Status*.

- d. Special Full Time – The academic standing rules apply upon enrollment.

- 1) Probationary Status – Probationary status does not apply, special full time students on a probationary status will:
  - a) Be dropped from all classes in the subsequent semester (if enrolled);

The respective high school district will be notified of the student's status.

The student may not return until he/she meets the criteria for a different admission status described in *AP 3000.2, Student Admission Status*.

- e. Joint Diploma Students – The academic standing rules apply upon enrollment.

- 1) Probationary Status – Joint Diploma students on a probationary status will:
  - a) Be dropped from all classes in the subsequent semester (if enrolled); and
  - b) Have a hold placed on their record to meet with their joint diploma counselor.

The student must bring a letter from the joint diploma counselor requesting readmission to the Admissions office.

The Admissions office will readmit the student and the hold will be automatically removed.

- 2) First Disqualification – Students disqualified for the first time will:
  - a) Be dropped from all classes in the subsequent semester (if enrolled); and
  - b) May not return until he/she meets the criteria for a different admission status described in *AP 3000.2, Student Admission Status*.

### 3. EARLY RE-ADMISSION

A student currently in a probationary status may see a college counselor to request an early readmission prior to the first disqualification. A counselor may process an early readmission for a student prior to the first disqualification only.

#### 4. EXCESSIVE WITHDRAWAL

A student currently on probation or disqualification due to excessive withdrawals, may petition to have the W's over 10 years old excluded from the progress probation and/or disqualification calculation. The academic record will be annotated in such a manner that the record of all work remains legible, ensuring a true and complete record. Academic standing will be recalculated for the most recent semester completed.

Approved by  
the Chancellor: May 14, 2020

Supersedes: 10/14/10; 01/13/17