



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Administrative Procedure

Chapter 4 – Instructional Services

AP 4250 – 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 50% of cumulative units attempted.
- b. Progress Probation – Percentage of cumulative units of “W,” “I,” and “NP” recorded, reaches or exceeds 50%; a completion rate of less than 50%.
- c. Academic Probation – Cumulative grade point average below 2.0.
- d. Progress Dismissal – Student on progress probation for two consecutive primary semesters who completes less than 50% of units attempted in the subsequent third primary semester.
- e. Academic Dismissal – Student on academic probation for two consecutive primary semesters whose grade point average, in the subsequent third primary semester, is below 2.0.

2. ACADEMIC STANDING

- a. Regular Standing – Once a student **attempts** 12 units, the academic standing rules begin to apply for progress probation and dismissal. Once the student **earns** 12 units, the academic standing rules apply for academic probation and dismissal.
 - 1) Probation – Students on a probationary status will be:
 - a) Notified that they are on a probationary status; and
 - b) Directed to meet with a college counselor.
 - 2) Dismissal – Students who have obtained three consecutive primary semesters of probation who are dismissed for the first time shall:
 - a) Have a registration hold placed on their record; and
 - b) Be required to meet with a college counselor to review their academic progress and sign an academic contract.

If a counselor provisionally readmits the student, the hold will be removed. Subsequent dismissals may result in additional restrictions such as reduced unit limit, required tutoring, etc.

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) Have a registration hold placed on their record; and

b) Be required to meet with a college counselor to review their academic progress and sign an academic contract.

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

c. **Special Admit** – Once a student attempts 12 units, the academic standing rules begin to apply for progress probation and dismissal. Once the student earns 12 units, the academic standing rules apply for academic probation and dismissal.

1) **Probation** – Students on a probationary status will be:

a) Notified that they are on a probationary status; and

b) Directed to meet with a college counselor.

2) **Dismissal** – Students who have obtained three dismissals for the first time will:

a) Have a registration hold placed on their record; and

b) Be required to meet with a college counselor to review their academic progress and sign an academic contract.

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

Subsequent dismissals may result in additional restrictions such as reduced unit limit, required tutoring, etc.

3. EARLY RE-ADMISSION

A student currently in 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: 10/14/10 (AP 3000.03)

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