

BP 2250 PROBATION, DISMISSAL, AND READMISSION

References:

Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 55031 – 55034

Probation

A student shall be placed on academic probation if such student has attempted a minimum of 12 semester units of work and has a cumulative grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if such student has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W", "I", "NC", and "NP" were recorded reaches or exceeds fifty percent (50%).

A student who is placed on probation may appeal in accordance with procedures established by the Chancellor, in consultation with the District Academic Senate.

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 the categories of "W," "I", "NC", and "NP", drops below fifty percent (50%).

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 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative 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 consecutive semesters reaches or exceeds fifty percent (50%).

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures.

Readmission

A student who has been dismissed may request to be reinstated after an absence of one semester. Readmission may be granted according to criteria contained in administrative procedures.

The Chancellor, in consultation with the District Academic Senate, shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Date Adopted: September 15, 2009

(Replaces RCCD Policy 6066)

Revised: May 17, 2011

Revised: April 18, 2023

Formerly: 4250

AP 2250 PROBATION, DISMISSAL, AND READMISSION

References:

Title 5 Sections 55031-55034

PROBATION

Standards for Probation

Riverside Community College District utilizes the following standards for evaluating satisfactory academic progress for all students:

Academic Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.

Progress Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of all units in which a student has been enrolled and for which entries of "F", "FW", "W", "I", "NC" and "NP" are recorded reaches or exceeds 50%.

Except when approved for more units by a counselor, probationary students may enroll in no more than thirteen (13) units each fall and spring semester and no more than seven (7) units each winter and summer semester.

Notification of Probation

Each student is entitled to be notified of the student's academic difficulty and the availability of college support services before the student is dismissed. At the end of the respective semester in which the student meets the standards of Academic Probation or Progress Probation, a notice shall be sent informing the student of placement on Academic Probation or Progress Probation. The notification to the student will identify the type of probation (Academic or Progress), cover the significance of being on probation, and a description of the services available. Students on Academic and/or Progress Probation will be invited to attend a probation workshop prior to registration for the next regular term.

Removal from Probation

1. A student on Academic Probation and/or Progress Probation shall be removed from probation when the student's cumulative grade point

average is 2.0 or higher and/or the percentage of units in the entries of "F", "FW", "W", "I", "NC" and "NP" drops below 50%.

2. A student who feels an error has been made in being placed on Academic and/or Progress Probation should make an appointment with the student's home college counselor, who will review the student's academic record and notify the Student Success and Support Program if an error has occurred.

DISMISSAL AND READMISSION

Standards for Dismissal

Academic Dismissal: A student who is on Academic Probation and/or Progress Probation shall be subject to Academic Dismissal if the student earned a cumulative grade point average of less than 2.0 in each of two consecutive full term (fall/spring) semesters of attendance which were graded on the basis of the RCCD grading scale. A notice shall be sent informing the student about being subject to dismissal.

Progress Dismissal: A student who has been placed on Academic and/or Progress Probation shall be subject to Progress Dismissal when the percentage of units in which the student has been enrolled for which entries of "F", "FW", "W", "I", "NC" and "NP" are recorded in at least two consecutive full-term (fall/spring) semesters reaches or exceeds 50%. 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.

Students failing to maintain satisfactory academic progress may be readmitted to the College under conditions specified as follows:

1. A student who is subject to dismissal has the right to appeal, and must meet with a counselor from the student's home college for a readmit contract.
2. A student must complete an Online Dismissal Workshop and meet with a counselor at the student's home college to develop a readmit contract as stated in the dismissal notification, according to the dates specified in the dismissal notification.
3. Readmitted students may enroll in no more than thirteen (13) units each fall and spring semester and no more than five (5) units each winter and summer semester until the student has achieved good standing.
4. A student who has been reinstated is subject to dismissal if the student does not pass all courses with a "C" or better.
5. Readmitted students who receive a "C" or better in all classes while on dismissal status may register for subsequent terms without renewing a readmit contract, but are bound to the terms of the original contract.
6. A student who is on a readmit contract and does not meet the terms of the contract will be dismissed for the following term. The student may meet with the

administrator of the Counseling department, or designee, to appeal the dismissal. If approved, readmission will be granted for a specific number of units.

Standards for Evaluating Appeals

Dismissal appeals will be reviewed and readmission may be granted by the college counselor taking into consideration, but not limited to the following circumstances:

- The student feels that an accident, illness, or other circumstances beyond the student's control, contributed to the student's academic standing
- The student enrolls in a corrective program designed to assist the student in improving academic skills, such as obtaining academic counseling, tutoring, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement such as improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Notification of Dismissal

The Riverside Community College District shall make every reasonable effort to notify a student of Academic and/or Progress Dismissal status after academic standing is run but no later than the beginning of the next (fall/spring) semester.

The letter notifying the student of possible dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Removal from Dismissal

1. A student on academic or progress dismissal shall be removed from dismissal when the student's cumulative grade point average is 2.0 or higher and the percentage of units in the entries of "F", "FW", "W", "I", "NC" and "NP" drops below 50%.
2. A student who feels an error has been made in dismissal status should make an appointment with an academic or college counselor, who will review the student's academic record and notify the Student Success and Support Program if an error has occurred

Appeal for Students Dismissed

If a student has not met the requirements of the readmit contract, the student will be dismissed for the following (fall/spring) semester. Notification will be sent in writing after academic standing is run but no later than the beginning of the next (fall/spring) semester.

A 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. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted. Petitions will be reviewed by an administrator or designee. If a time limit is stated in the dismissal notification and the student fails to appeal the dismissal, the student waives all future rights to appeal the dismissal action and the right to attend the semester in which the student was dismissed.

The decision of the administrative designee will be communicated to the student in person and/or in writing by the **administrative designee**. The **designee** will notify the student of its action within five (5) working days **after meeting with the student and review of the** student's appeal. The student may then appeal the decision of the administrative designee in writing to the Counseling Administrator within **five (5)** working days of the notification of the appeal. The decision of the Counseling Administrator is final.

Also see BP/AP 3500 Standards of Student Conduct, AP 3500[A] Student Discipline Procedures, and AP 3500[B] Student Grievance Process for Instruction and Grade Related Matters.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

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