

# PROBATION AND DISMISSAL POLICY

In accordance with State regulations, the following probation and dismissal policy has been established. The primary purpose is to assure that a student is making progress toward an educational objective and to alert the student and the student's counselor to the possible need for additional counseling and/or special services.

## What is Academic and Progress Probation?

**Academic Probation** - Students will be placed on academic probation if they have less than a cumulative 2.0 GPA after having attempted 12 or more cumulative units. Students will be removed from academic probation when their cumulative GPA is 2.0 or higher.

**Progress Probation** - Students are placed on progress probation after having attempted 12 or more cumulative units and "W", "NC", "NP" and incompletes reach or exceed half the cumulative units attempted. Students will be removed from progress probation when the cumulative number of "W", "NC", "NP" and incompletes recorded is less than half the cumulative units attempted.

### Consequences of Probation:

- Suspension of Financial Aid
- Sequential classes with substandard grades must be repeated. For example, if students do not pass ENGL 100 F, they must repeat this course before they can take the next English course.
- Added expenses for repeating classes to raise GPA
- Graduation and/or transfer delays or complications

**Dismissal:** Students may be dismissed for academic or progress probation if they are on probation for more than three (3) consecutive semesters.

## Academic Dismissal

A student who has been placed on academic probation and earned a cumulative grade point average of less than 2.0 in three (3) consecutive semesters will be subject to scholastic dismissal.

## Progress Dismissal

A student who has been placed on progress probation for two consecutive semesters shall be subject to scholastic dismissal.

### Consequences of Academic and Progress Dismissal

- Students will not be able to register for classes until they submit a Petition for Readmission and are approved.
- If approved for readmission, students may be limited to 12 units or less per semester.
- Scholastic dismissal will be permanently noted on the student's transcript.
- Suspension of Financial Aid

- Sequential classes with substandard grades must be repeated. For example, if students do not pass ENGL 100 F, they must repeat this course before they can take the next English Course.
- Added expenses for repeating classes to raise GPA
- Graduation and/or transfer delays or complications

**Petition for Readmission After Dismissal:** If a student has been dismissed, they may petition for re-admission on a conditional basis with the Admissions and Records Office. Students must present positive evidence of a serious intent to succeed and have a realistic academic goal identified. If the petition is granted, students will be admitted on either academic or progress probation, but with enrollment limitations. Steps for readmission:

- It is strongly recommend that students meet with a counselor to discuss their past and future academic performance.
- Students should complete the Petition for Re-admission with a written explanation and tell us how they will correct past poor academic performance.
  - The form is located here: <https://admissions.fullcoll.edu/downloadable-forms/>
  - After the petition is reviewed by the Academic Standards Committee, the student will be notified by email.

**Strategies for Getting Off Academic Probation:** Here are a few basic strategies a student can use to get off of probation.

- **Ask for Help** - Counselors, faculty, staff, and others are all available to help students succeed.
- **Students should clean up their transcript!** - Retaking classes with D or F grades is the quickest way to improve a student's GPA and get off of probation. A "C" or higher grade may substitute any previous substandard grades. Students who are on progress probation should finish more than 50% of their units each semester to avoid dismissal. If students must, they should drop classes during the first two weeks of the Spring/Fall semesters so that a "W" is not recorded.
- **Take less units!** - Students should reduce their course unit load to devote more free time to each course, especially if they have work or family obligations. Students should remember that rushing to fulfill their educational goal may result in having to repeat courses, wasting time and money.
- **Make an Educational Plan** - Students should talk to a counselor to make sure they are on track.
- **Take a counseling course such as COUN 151 F.**
- **Practice effective learning strategies/study skills.**
- **Use campus resources** - Students should talk to their professors and consider in-person or online tutoring if they are having trouble. Students should consider utilizing our library if studying at home is too distracting. Find a job on campus if possible.
- **Drop classes before the deadlines.** Students should check their schedule after they drop. Students should not assume a professor will drop them.