

Academic Affairs

1 **AP 4250 PROBATION**

2 **References:**

3 Title 5, Sections 55030-55034

4 After the end of a semester in which a student is placed on academic and/or progress
5 probation, a notice that the student is on probation shall be sent to the student informing
6 him/her that he/she is on probation. The notice of probation will cover, at a minimum, the
7 significance of being on probation and a description of the support services available. It
8 will also detail required actions the student must follow prior to subsequent enrollment.

9 **Notification of Probation** – Each student is entitled to be notified of his/her academic
10 difficulty and the availability of college support services to respond to the academic
11 difficulty before the student is dismissed. Notification will consist, at a minimum, of an
12 explanation of his/her probation status.

13 **Academic Probation** – A student who has completed at least twelve (12) semester units
14 as shown by the official academic record shall be placed on academic probation if the
15 student has earned a grade point average below 2.0 in all units undertaken at Cerritos
16 College.

17 **Progress Probation** – A student who has attempted a total of at least twelve (12)
18 semester units as shown by the official academic record shall be placed on progress
19 probation when the percentage of all units at Cerritos College which the student has
20 attempted and for which entries of “W,” “I,” and “NP” are recorded reaches or exceeds 50
21 percent.

22 **Probationary Notification** – Notification alerting the student of probation will inform
23 him/her of the significance of being on probation and services available.

24 Academic Dismissal and Progress Dismissal – Procedures for dismissal are addressed
25 in AP 4255 titled Dismissal and Reinstatement.

26 Offices of Primary Responsibility: Vice President, Academic Affairs
27 Vice President, Student Services

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