

1 AP 4250 PROBATION

2 References:

3 Title 5, Sections 55031-55034

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/them that he/she/they is on probation. The notice of probation will cover, at a
7 minimum, the significance of being on probation and a description of the support services
8 available. It will also detail required actions the student must follow prior to subsequent
9 enrollment.

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

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

18 **Progress Probation** – A student who has attempted a total of at least twelve (12)
19 semester units as shown by the official academic record shall be placed on progress
20 probation when the student receives entries of “W,” “I,” or “NP” in 50 percent or more of
21 all units in which he/she/they has enrolled.

22 “Attempted units” is defined as all units of credit for which the student is enrolled in at
23 Cerritos College.

24 A student on progress probation because of an excess of units for which entries of “W,”
25 “I,” and “NP” are recorded shall be removed from probation when the percentage of units
26 in this category drops below 50 percent.

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

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

31 **Probation, Dismissal, Readmission Data Reporting** – The President/Superintendent
32 shall develop and provide to the Board of Trustees, upon request, a report of the number
33 of students who were placed on probation, dismissed, and/or reinstated. This report must

34 disaggregate the students by race, age, gender, or any other characteristic identified by
35 the Board of Trustees.

36 Offices of Primary Responsibility: Vice President, Academic Affairs
37 Vice President, Student Services

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