

Academic Affairs

AP 4250 PROBATION

References:

Title 5, Sections 55031-55034

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

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

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

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

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

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

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

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

Probation, Dismissal, Readmission Data Reporting – The President/Superintendent shall develop and provide to the Board of Trustees, upon request, a report of the number 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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Dates Revised: February 25, 2008; September 24, 2012; April 21, 2025

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