



### ACADEMIC AND PROGRESS PROBATION AND DISMISSAL

#### Standards for Probation

A student shall be placed on probation at Mendocino College under the following conditions:

1. Academic Probation: A student who has attempted at least 12 units, as shown by the official academic record, shall be placed on academic probation if the student has earned a cumulative grade point average of less than 2.0 in all units which were graded on the basis of the Mendocino College grading scale.
2. Progress Probation: A student who has enrolled in at least 12 cumulative semester units at Mendocino College, as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which entries of "W", "I", "NC" and "NP" are recorded reaches or exceeds fifty (50) percent.
3. Continuing on Probation: A student shall continue on probation when the cumulative minimum standards are not met in each semester of enrollment. At the end of the third consecutive semester of probation, the student will be dismissed.

#### Removal from Probation

Students may be removed from probation only when the grade point average or progress probation grades meet the standards required.

1. Academic Probation: The student on Academic Probation for a grade point deficiency shall be removed from probation when the cumulative grade point average is 2.0 or higher.
2. Progress Probation: The student on Progress Probation because of excess units for which entries of "W", "I", "NC" and "NP" are recorded shall be removed from probation when the percent of units in this category drops below fifty (50) percent.

#### Standards for Dismissal

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, excluding summer session.

1. A student who is on Academic Probation will be dismissed if the student earns a cumulative grade point average of 1.99 or less for three (3) consecutive semesters in courses which were graded on the basis of the Mendocino College grading scale.
2. A student who is on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of "W", "I", "NC" and "NP" are recorded in at least consecutive semesters reaches or exceeds fifty (50) percent.
3. Students will be dismissed at the end of the Fall and Spring Semesters.

4. Dismissed students may attend summer session to try to eliminate academic or progress deficiencies.

#### Notification of Probation and Dismissal

1. Notification of probation and dismissal will be sent to the student at his/her address of record within one month of distribution of the previous semester's grades by email or USPS as appropriate. The student will be advised, on the notification to schedule an appointment to discuss options with a counselor and may be removed from the probation or dismissal status at the conclusion of the appointment.

#### Reinstatement

1. Students who have been dismissed from Mendocino College may apply for reinstatement through their counselor after sitting out for one semester. The counselor will notify Admissions & Records to remove the restriction to register which will allow the student access to class enrollment.
2. Dismissed students may attend summer session to improve their deficiencies for reinstatement.

#### Right of Appeal

1. Students notified of dismissal have the right to appeal the dismissal through the Academic Review Petition. The petition is available from Admissions and Records or through the Mendocino College website and should identify any extenuating circumstances (e.g., serious illness, death in immediate family) that led to disqualification. The Petition, along with the Appeal Form, will be completed by the student with assistance from Counseling.
2. The burden of written documentation in support of any extenuating circumstances remains with the student.
3. The student may request to attend the review of his/her appeal.
4. The Petition for Appeal must be completed and submitted by the last working day of July (Fall) and the end of the second week in January (Spring) for consideration by the Academic Review Committee. Students will be notified of the outcome of the appeal by telephone or email as appropriate.
5. Students who become disqualified after enrolling for the following semester, and do not successfully appeal the disqualification, will be administratively dropped from all classes.

Reference: Title 5: 55022, 55023, 55024, 55031, 55032, 55033, 55034;  
Education Code: 66700, 76000, 70901, 70902, 71020.

*Adopted: August 5, 1992*  
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