



## **AP 4250 Academic Standing – Academic Probation, Subject to Dismissal, and Dismissal**

### **References:**

*Education Code Section 70902(b) (3); Title 5 Sections 55030-55034*

1. Academic Probation (A1)
  - a. College of the Canyons will notify each student of his/her/their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed.
  - b. At a minimum, notification will include the following:
    - i. College of the Canyons will notify each student via email that he/she/they have been placed on Academic Probation. Academic Probation occurs after the student completes at least 12 graded units at College of the Canyons and at the end of the student's first fall or spring semester when the student's College of the Canyons cumulative grade point average falls below a 2.0. Academic Probation standing is also referred to as A1.
    - ii. The email will contain information on the academic standing status change, the conditional requirements to continue at College of the Canyons, the impact of Academic Probation on enrollment priority and financial aid eligibility, and the resources available.
    - iii. College of the Canyons will notify each student via his/her/their My Canyons email address.
    - iv. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
    - v. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
  - c. College of the Canyons will place a registration hold on the record of students who are on Academic Probation. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services.
  - d. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.

- e. College of the Canyons will remove the registration hold from the student's record after the student participates in an intervention designated for Academic Probation students.
    - i. The intervention is held in person and/or online.
    - ii. The student must register for the intervention in advance of the intervention's day and time.
    - iii. The student may register for the intervention on the Counseling website; the link is included in the notification email.
    - iv. The intervention is primarily offered in the summer and winter terms. It is also offered during the fall and spring semesters for late-start course enrollment and for the upcoming term's registration time.
    - v. College of the Canyons will remove the registration hold no later than the end of the next business day after the conclusion of the intervention.
  - f. A student can be exempt from participating in the Academic Probation intervention.
    - i. If one of the following exemption conditions are met, the student can be exempt from participating in the Academic Probation intervention:
      - 1. The student did not enroll at College of the Canyons for 5 or more years.
      - 2. The student has earned an associate degree or higher at a regionally-accredited institution subsequent to his/her/their last term of enrollment at College of the Canyons.
    - ii. In lieu of the Academic Probation intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
    - iii. Academic Probation status does not change for students who qualify for this exemption.
2. 4250.2 Academic Subject-to-Dismissal (A2)
- a. College of the Canyons will notify each student of his/her/their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed.
  - b. At a minimum, notification will include the following:
    - i. College of the Canyons will notify each student of the change in his/her/their academic standing status to Academic Subject-to-Dismissal. Academic Subject-to-Dismissal occurs when the student's College of the Canyons cumulative grade point average falls below a 2.0 for the second consecutive fall or spring semester. Academic Subject-to-Dismissal standing is also referred to as A2.
    - ii. The email will contain information on the academic standing status change, the conditional requirements to continue at College of the Canyons, the impact of Academic Subject-to-Dismissal on enrollment priority and financial aid eligibility, and the resources available.
    - iii. College of the Canyons will notify each student via his/her/their My Canyons email address.
    - iv. College of the Canyons will send a message to the student's personal email

- and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
- v. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
- c. College of the Canyons will place a registration hold on the record of students who are on Academic Subject-to-Dismissal. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services.
  - d. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
  - e. College of the Canyons will remove the registration hold from the student's record after the student participates in an intervention designated for Academic Subject-to-Dismissal students.
    - i. The intervention is held in person and/or online.
    - ii. The student must register for the intervention in advance of the intervention's day and time.
    - iii. The student may register for the intervention on the Counseling website; the link is included in the notification email.
    - iv. The intervention is primarily offered in the summer and winter terms. It is also offered during the fall and spring semesters for late-start course enrollment and for the upcoming term's registration time.
    - v. College of the Canyons will remove the registration hold no later than the end of the next business day after the conclusion of the intervention.
  - f. A student can be exempt from participating in the Academic Subject-to-Dismissal intervention.
    - i. If one of the following exemption conditions are met, the student can be exempt from participating in the Academic Subject-to-Dismissal intervention:
      1. The student did not enroll at College of the Canyons for 5 or more years.
      2. The student has earned an associate degree or higher at a regionally-accredited institution subsequent to his/her/their last term of enrollment at College of the Canyons.
    - ii. In lieu of the Academic Subject-to-Dismissal intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
    - iii. Academic Subject-to-Dismissal status does not change for students who qualify for this exemption.
  - g. Students on Academic Subject-to-Dismissal lose his/her/their enrollment priority and eligibility for the California College Promise Grant.
    - i. A student may appeal the loss of enrollment priority and/or the loss of the

California College Promise Grant. The appeal form is available in the Admissions and Records office.

- ii. If a student earns a 2.0 or higher semester GPA in the most recent fall or spring semester at College of the Canyons:
  - i. The student will not lose their enrollment priority.
  - ii. The student will not lose their eligibility for the California College Promise Grant.
- iii. If the student's cumulative College of the Canyons GPA remains below a 2.0, he/she/they will remain on Academic Subject-to-Dismissal status. The student must complete an Academic Subject-to-Dismissal intervention to have the registration hold removed and to continue enrollment.

### 3. Academic Dismissal (AD)

- a. At a minimum, notification will include the following:
  - i. College of the Canyons will notify each student of the change in his/her/their academic standing status to Academic Dismissal. Academic Dismissal occurs when the student's College of the Canyons cumulative grade point average falls below a 2.0 for the third consecutive fall or spring semester. Academic Dismissal standing is also referred to as AD.
  - ii. The email will contain information on the academic standing status change, the conditional requirements to continue at College of the Canyons, the impact of Academic Dismissal on enrollment priority and financial aid eligibility, and the resources available.
  - iii. College of the Canyons will notify each student via his/her/their My Canyons email address.
  - iv. College of the Canyons will send a message to the student's personal email and a text message (if available) to inform the student to check his/her/their My Canyons email for important registration information.
  - v. College of the Canyons will attempt, as resources are available, to contact the student by phone to assist the student in accessing the resources available to continue their education.
- b. College of the Canyons will require the student to sit out for one fall or spring semester, from credit level courses, subsequent to the term the student was placed on Academic Dismissal.
- c. College of the Canyons will place a registration hold on the record of students on Academic Dismissal. The hold will block students from enrollment into credit level courses. Students will have access to noncredit coursework and support services
- d. At the time the registration hold is placed, College of the Canyons will not drop students from any class they have already enrolled in. The student is responsible for dropping any classes he/she/they no longer want by the appropriate deadlines noted in the academic calendar.
- e. The student will lose enrollment priority when he/she/they return to College of the Canyons in a future term.

- f. The student will not be eligible for the California College Promise Grant.
- g. College of the Canyons will remove the registration hold from the student's record after the student sits out one fall or spring semester and meets with a Counselor upon his/her/their return to College of the Canyons. The Counselor will work with the student to complete a Contract for Probationary Reinstatement.
- h. A student can appeal the one-semester dismissal.
  - i. The student has the right to appeal if there were extenuating circumstances that caused the student's Academic Dismissal.
  - ii. Students must submit appeals by the deadline established on the Dismissal Appeal Form. The Dismissal Appeal Form is available on the Counseling website or in the Counseling office.
- i. A student may appeal the loss of enrollment priority and/or the loss of the California College Promise Grant. The appeal form is available in the Admissions and Records office.
- j. Academic Dismissal students may continue enrollment for one semester without interruption if he/she/they earn a 2.0 or higher semester GPA in the most recent fall or spring semester at College of the Canyons.
  - i. College of the Canyons will remove the registration hold.
  - ii. The student will not lose their enrollment priority.
  - iii. The student will not lose their eligibility for the California College Promise Grant.
  - iv. The student will remain on Academic Dismissal status if the student's cumulative College of the Canyons GPA remains below a 2.0.

Endorsed by CPC 5/25/21

Next Review Date: Spring, 2027