



## **AP 4251 Progress Standing – Progress Probation, Subject to Dismissal, and Dismissal**

### **References:**

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

1. Progress Probation (P1)
  - a. College of the Canyons will notify each student of his/her/their progress difficulty and the availability of college support services to respond to the progress 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 Progress Probation. Progress Probation occurs after the student attempts at least 12 units at College of the Canyons and at the end of the student's first fall or spring semester when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations. Progress Probation standing is also referred to as P1.
    - ii. The email will contain information on the progress standing status change, the conditional requirements to continue at College of the Canyons, the impact of Progress 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 Progress 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 Progress 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 Progress Probation intervention.
  - i. If one of the following exemption conditions are met, the student can be exempt from participating in the Progress 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 Progress Probation intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
  - iii. Progress Probation status does not change for students who qualify for this exemption.

## 2. Progress Subject-to-Dismissal (P2)

- a. College of the Canyons will notify each student of his/her/their progress difficulty and the availability of college support services to respond to the progress 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 progress standing status to Progress Subject-to-Dismissal. Progress Subject-to-Dismissal occurs when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations for the second consecutive fall or spring semester. Progress Subject-to-Dismissal standing is also referred to as P2.
  - ii. The email will contain information on the progress standing status change, the conditional requirements to continue at College of the Canyons, the impact of Progress 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 Progress 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 Progress 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 Progress Subject-to-Dismissal intervention.
- i. If one of the following exemption conditions are met, the student can be exempt from participating in the Progress 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 Progress Subject-to-Dismissal intervention, students must meet with a Counselor to complete an Academic Standing Intervention Exemption Form.
  - iii. Progress Subject-to-Dismissal status does not change for students who qualify

for this exemption.

- g. Students on Progress 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 completes 75% or more of his/her/their semester units with letter grades (A, B, C, D, F, and FW) in the most recent fall or spring semester at College of the Canyons:
    - 1. The student will not lose their enrollment priority.
    - 2. The student will not lose their eligibility for the California College Promise Grant.
  - iii. If 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations, he/she/they will remain on Progress Subject-to-Dismissal status. The student must complete a Progress Subject-to-Dismissal intervention to have the registration hold removed and to continue enrollment.

### 3. Progress Dismissal (PD)

- 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 progress standing status to Progress Dismissal. Progress Dismissal occurs when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations for the third consecutive fall or spring semester. Progress Dismissal standing is also referred to as PD.
  - ii. The email will contain information on the progress standing status change, the conditional requirements to continue at College of the Canyons, the impact of Progress 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 Progress Dismissal.
- c. College of the Canyons will place a registration hold on the record of students on

Progress 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 Progress 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. Progress Dismissal students may continue enrollment for one semester without interruption if he/she/they complete 75% or more of his/her/their semester units with letter grades (A, B, C, D, F, and FW) 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 Progress Dismissal status if 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations.

Endorsed by CPC 5/25/21

Next Review Date: Spring, 2027