



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3000.3 – STUDENT ACADEMIC STANDING

In accordance with Title 5, sections 55031-55034, students are expected to maintain a level of academic performance or be subject to probation and/or dismissal.

1. DEFINITIONS

- a. Good standing – Grade point average (GPA) of 2.0 or higher; completion of at least 60% of cumulative units attempted.
- b. Progress Probation – Percentage of cumulative units of “W,” “I,” and “NP” recorded, reaches or exceeds 40%; a completion rate of less than 60%.
- c. Academic Probation – Cumulative grade point average below 2.0.
- d. Progress Disqualification – Student on progress probation who, in the subsequent semester, completes less than 60% of units attempted.
- e. Academic Disqualification – Student on academic probation whose grade point average, in the subsequent semester, is below 2.0.

2. ACADEMIC STANDING

- a. **Regular Standing** – Once a student **attempts** 12 units, the academic standing rules begin to apply for progress probation and disqualification. Once the student **earns** 12 units, the academic standing rules apply for academic probation and disqualification.

1) Probationary Status – Students on a probationary status will be:

- a) Sent a notification of status; and
- b) Advised to meet with a college counselor.

2) First Disqualification – Students disqualified for the first time will:

- a) Be dropped from all classes in the subsequent semester (if enrolled); and
- b) Have a hold placed on their record to meet with a college counselor.

If a counselor provisionally readmits the student, the hold will automatically be removed.

- 3) Second Disqualification – Students disqualified for the second time will:
 - a) Be dropped from all classes in the subsequent semester (if enrolled);
 - b) Have a hold placed on their record; and
 - c) Be required to sit out for one year.

If a counselor provisionally readmits the student, the hold will automatically be removed.

- 4) Third Disqualification, or more – Students disqualified for three or more times will:
 - a) Be dropped from all classes in the subsequent semester (if enrolled);
 - b) Have a hold placed on their record;
 - c) Be required to sit out for one year;
 - d) Be required to petition to be readmitted in a subsequent semester
 - 1) A petition for Reinstatement should be submitted to the Vice President, Student Services by the published deadline. If approved, the student will present their case for readmission to a hearing panel.
 - 2) If approved for readmission, the student will be required to file an Application for Admission.
 - 3) If the student is approved for provisional readmission, the hold will automatically be removed.

b. **Provisional Standing** – Once the student **attempts** 12 units, the academic standing rules begin to apply for progress probation and disqualification. Once the student **earns** 12 units, the academic standing rules apply for academic probation and disqualification.

- 1) Good Standing – Provisional students with three consecutive semesters of good academic standing will convert to Regular admission status.
- 2) Probationary Status – Provisional students on a probationary status will:
 - a) Be dropped from all classes in the subsequent semester (if enrolled); and
 - b) Have a hold placed on their record to meet with a college counselor.

If a counselor provisionally readmits the student, the hold will automatically be removed.

- 3) First Disqualification – Students disqualified for the first time will:
 - a) Be dropped from all classes in the subsequent semester (if enrolled); and

b) Have a hold placed on their record to meet with a college counselor.

If the counselor provisionally readmits the student, the hold will automatically be removed.

4) Second Disqualification – Students disqualified for the second time will:

- a) Be dropped from all classes in the subsequent semester (if enrolled);
- b) Have a hold placed on their record; and
- c) Be required to sit out for one year.

If a counselor provisionally readmits the student, the hold will automatically be removed.

5) Third Disqualification, or more – Students disqualified for three or more times will:

- a) Be dropped from all classes in the subsequent semester (if enrolled);
- b) Have a hold placed on their record;
- c) Be required to sit out for one year; and
- d) Be required to petition to be readmitted in a subsequent semester
 - 1) A petition for Reinstatement should be submitted to the Vice President, Student Services by the published deadline. If approved, the student will present their case for readmission to a hearing panel.
 - 2) If approved for readmission, the student will be required to file an Application for Admission.
 - 3) If the student is approved for provisional readmission, the hold will automatically be removed.

If the student is approved for provisional readmission, the hold will automatically be removed.

c. **Special Part-Time** – The academic standing rules apply upon enrollment.

1) Probationary Status – Special part-time students on a probationary status will:

- a) Be dropped from all classes in the subsequent semester (if enrolled); and
- b) Have a hold placed on their record to meet with a college counselor.

If a counselor provisionally readmits the student, the hold will automatically be removed.

- 2) First Disqualification – Students disqualified for the first time will:
 - a) Be dropped from all classes in the subsequent semester (if enrolled); and
 - b) Have a hold placed on their record.

The student may not return until he/she meets the criteria for a different admission status described in *AP 3000.2, Student Admission Status*.

d. **Special Full Time** – The academic standing rules apply upon enrollment.

- 1) Probationary Status – Probationary status does not apply, special full time students on a probationary status will:

- a) Be dropped from all classes in the subsequent semester (if enrolled);

The respective high school district will be notified of the student's status.

The student may not return until he/she meets the criteria for a different admission status described in *AP 3000.2, Student Admission Status*.

e. **Joint Diploma Students** – The academic standing rules apply upon enrollment.

- 1) Probationary Status – Joint Diploma students on a probationary status will:

- a) Be dropped from all classes in the subsequent semester (if enrolled); and
- b) Have a hold placed on their record to meet with their joint diploma counselor.

The student must bring a letter from the joint diploma counselor requesting readmission to the Admissions office.

The Admissions office will readmit the student and the hold will be automatically removed.

- 2) First Disqualification – Students disqualified for the first time will:

- a) Be dropped from all classes in the subsequent semester (if enrolled); and
- b) May not return until he/she meets the criteria for a different admission status described in *AP 3000.2, Student Admission Status*.

2. EARLY RE-ADMISSION

A student currently in a probationary status may see a college counselor to request an early readmission prior to the first disqualification. A counselor may process an early readmission for a student prior to the first disqualification only.

3. EXCESSIVE WITHDRAWAL

A student currently on probation or disqualification due to excessive withdrawals, may petition to have the W's over 10 years old excluded from the progress probation and/or disqualification calculation. The academic record will be annotated in such a manner that the record of all work remains legible, ensuring a true and complete record. Academic standing will be recalculated for the most recent semester completed.

Approved by
the Chancellor: January 13, 2017

Supersedes: 10/14/10