



ADMINISTRATIVE PROCEDURES

No. 505.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

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:** Beginning with the Fall 1981 Semester, a student who has enrolled in at least 12 units at Mendocino College, as shown by the official academic record, shall be placed on progress probation when grades of "W", "INC", and "NC" are recorded for fifty (50) percent or more of all units.
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 is 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", "INC", and "NC" are recorded, shall be removed from probation when the percentage 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 shall 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 shall be dismissed if grades of "W", "INC", and "NC" are recorded for fifty (50) percent, or more, of all units for three consecutive semesters.

Notification of Probation and Dismissal

1. The District shall make every reasonable effort to notify a student of his/her probation or dismissal status within one month after the semester grades are finalized.

2. Students dismissed at the end of the Fall Semester may continue on probation status for the Spring Semester.
3. When students are notified of probation or dismissal status, they will be advised as to when and how to be removed from probation or dismissal status. They will be advised to make an appointment to discuss their options with a counselor.
4. Readmission, after dismissal, is contingent upon meeting with a counselor and completing the Petition for Readmission.

Readmission

1. Students who have been dismissed may apply for readmission after one semester of non-attendance. The student's Petition for Readmission, completed with a counselor, will state the specific conditions by which readmission shall be achieved.
2. The student will remain on probation until the cumulative grade point average or the percentage of progress probation grades comes up to the standards required. If the student does not fulfill the specific conditions for the Petition for Readmission, in the required time line, he/she will be dismissed at the end of the semester.
3. Dismissed students may attend summer session to eliminate academic or progress deficiencies.

Right of Appeal

1. Any student placed on probation or dismissal may, within one month after the notification, appeal the action through the Academic Review Committee procedure. The student's counselor may assist with the appeal if the student prefers this option.
2. The student is advised to identify any extenuating circumstances (e.g., serious illness, death in the immediate family) that led to the probation or dismissal.
3. The burden of written documentation in support of any extenuating circumstances remains with the student.
4. The student will be invited to present the appeal in person to the committee, although it is not compulsory that he/she need attend.
5. The decision to either grant or deny the appeal shall be made within five (5) school days after hearing the appeal. The response shall be in writing and state the reason or reasons for the action taken.

Authority cited: 5 California Administrative Code: 55752; 55754; 55755; 55756; 55757;
55758; 55759

Adopted: August 5, 1992