

CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO.: 4250

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: **Probation**

Adoption Date:

Review Date:

Revision Date: **September 26, 2000, April 17, 2001, May 5, 2002, December 2008,
March 2, 2010; October 23, 2012; December 4, 2019**

Responsible Area: **Vice President, Academic Affairs**

Responsible Office: **Instruction**

Policy Reference: **Title 5, Section 55030-55034**

Definition

A student who has attempted at least 12 cumulative semester units as shown on the transcript is subject to either academic or progressive probation.

- **Academic Probation:** A student will be placed on academic probation if the student attempted 12 or more cumulative semester units and earned a cumulative grade point average of less than 2.0 in all graded units attempted.

- **Progress Probation:** A student will be placed on progress probation if the percentage of units in which the student has been enrolled for which entries of “W” (withdrawal), “I” (incomplete), “NP” (no pass) or “NC” (no credit prior to Fall 2009) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%) on the official academic record.

Actions

1. A student who is placed on probation will have the notation “Academic Probation” and/or “Progress Probation” on their transcript. The probation notation(s) will be carried forward to each semester until the conditions are met for removal from probation.

2. A probationary letter will be mailed to students on academic or progress probation notifying them of their probation status based on the above definition. The letter will inform the student of the meaning and significance of being on probation, description of the services available, and process for appeal.
3. A student on academic or progress probation will be advised to meet with a COS academic counselor prior to registration.
4. At the end of the third semester in which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing them as such.

Removal of Probation Status

A student on academic probation who attains a cumulative grade point average of 2.0 or greater will be removed from academic probation.

A student on progress probation who successfully completes at least fifty percent (50%) of his/her cumulative attempted units will be removed from progress probation

Appeal of Probation

A student placed on academic and/or progress probation may file a written petition of appeal if the student believes an error has been made. The appeal will be reviewed by the Registrar.

General

1. For the purpose of this procedure, summer is considered to be a semester.
2. Financial aid progress policy is separate from this procedure.
3. Student discipline probation is separate from this procedure.