

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Probation

**Adoption Date:** XXX

**Review Date:** XXX

**Revision Date:** 9/26/00, 4/17/01, 5/15/02, 12/08, 3/2/10; October 23, 2012; XXX

**Responsible Area:** ~~Student Learning~~ **Instruction**

**Responsible Office:** Vice President, ~~Student Learning~~ **Academic Affairs**

**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 ~~A~~academic ~~P~~probation if the student attempted 12 or more cumulative semester units and earned a cumulative grade point average ~~below~~ **of less than** 2.0 in all ~~A-F and FW~~ graded units **attempted**.
- Progress Probation: A student will be placed on ~~P~~progress ~~P~~probation if the ~~student~~ failed to complete at least 50% of the cumulative semester units for which the student registered. ~~The criteria for non-completion are~~ **percentage of units in which the students 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” ~~noted~~ on his/her 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, and description of the services available.
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 on 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 who successfully completes at least 50% of his/her cumulative attempted units will be removed from progress probation

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.