
**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4250 ACADEMIC NOTICE, PAUSE, AND READMISSION

Unit completion percentage and grade point averages are calculated from Allan Hancock College coursework.

Notice

A student shall be placed on academic notice if they have enrolled in at least 12 semester units and have less than a 2.00 cumulative grade point average (GPA).

A student shall be placed on progress notice if they have enrolled in at least 12 semester units and the percentage of all units attempted, for which entries of "W," "I," "NC," and "NP" were recorded exceeds 50 percent.

Pause

A student who is on academic notice shall be subject to pause if their cumulative GPA is less than 2.00 for three consecutive primary semesters.

A student who is on progress notice shall be subject to dismissal if the cumulative percentage of units attempted, for which entries of "W," "I," "NC," and "NP," exceeds 50 percent for three consecutive primary semesters.

A student who is subject to pause may continue enrollment in compliance with administrative procedures. Pause may be postponed if they demonstrated significant academic improvement.

Readmission

A student who has been placed on pause may be reinstated after an absence of one primary semester (fall or spring). Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References: Education Code Section 70902(b)(3):
Title 5 Sections 55030-55034

Adopted: 6/14/16
Revised: 6/9/20
Revised: 5/10/22

Revised: 5/21/24
Revised: 5/19/26

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4250 ACADEMIC NOTICE, PAUSE, AND READMISSION

Students enrolled at Allan Hancock College are required to maintain a specific level of academic and progress performance to be in good standing. This performance is based on the provision of Title 5 of the Code of Regulations and the Governing Board of Allan Hancock College. Academic standing is only evaluated after grade finalization in the fall and spring semesters (primary semesters).

Unit completion percentage and grade point averages are calculated from Allan Hancock College coursework.

Good standing is achieved when a student meets or exceeds a 2.00 cumulative grade point average (GPA) and completes at least 50 percent of their cumulative attempted units with a letter grade (A, B, C, D, or F) or P (pass).

Standards for Notice

A student who has attempted 12 or more units at Allan Hancock College is subject to the probation policy.

Academic Notice

- 1) A student shall be placed on first academic notice if their cumulative GPA is below a 2.00.
- 2) A student shall be placed on second academic notice if their cumulative GPA is below a 2.00 for two consecutive primary semesters. The student is restricted to 9 units. The student will have to attend two (2) scheduled appointments with a counselor during the primary term for which they have been placed on second academic notice.
- 3) A student shall be placed on academic pause if their cumulative GPA is below a 2.00 for three consecutive primary semesters. Pause may be postponed if the student demonstrated significant academic improvement by earning at least a 2.00 primary semester GPA or if the student elects to abide by terms set forth with a counselor to continue enrollment in the next term.

Progress Notice

- 1) A student shall be placed on first progress notice if the percentage of all units attempted, for which entries of "W," "I," "NC," and "NP" are recorded exceeds 50 percent.
- 2) A student shall be placed on second progress notice if the percentage of all units attempted, for which entries of "W," "I," "NC," and "NP" are recorded exceeds 50 percent for two consecutive primary semesters. The student is restricted to 9 units. The student will have to attend two (2) scheduled appointments with a counselor during the primary term in which they have been placed on second progress notice.
- 3) A student shall be placed on progress pause if the percentage of all units attempted, for which entries of "W," "I," "NC," and "NP" are recorded, exceeds 50 percent for three consecutive primary semesters. Pause may be postponed if the student demonstrated significant progress improvement by completing at least 50 percent of their semester attempted units or if the student elects to abide by terms set forth with a counselor to continue enrollment in the next term.

Notification of Academic/Progress Notice

Each student is notified of their academic status after primary semester grades have been recorded. Students are notified via their Allan Hancock College email. The email will direct students to the "Pause/Notice" webpage for more information regarding their academic status and next steps. Students can also view their academic standing via Degree Works and myHancock portal.

Pause

A student shall be placed on pause if their cumulative GPA is below 2.00 for three consecutive primary semesters. A student shall be placed on academic pause if the percentage of all units attempted, for which entries of "W," "I," "NC," and "NP" are recorded exceeds 50 percent for three consecutive primary semesters. A student who has been paused may not take classes for the subsequent semester and must take a semester of absence (fall or spring), unless the student elects to abide by the terms set forth with a counselor to continue enrollment in the next term. If a paused student is enrolled in the subsequent semester, the Admissions and Records Office may administratively drop the student from their classes.

Pause Notification

A notice of pause will be sent to the student via their Allan Hancock College email. The email will direct the student to the "Notice/Pause" webpage which will reference the procedure, explain what pause means, procedure for readmission, and procedure to appeal the pause.

Readmission

A paused student wishing to reenroll at Allan Hancock College must meet with a counselor to create a readmission contract. The student will need to provide reasonable assurance he/she/they are prepared to succeed. The student will be required to abide by the conditions of enrollment which may include, but not limited to, create a new/update

comprehensive student education plan, attend student success workshops, and submit mid-semester grade(s).

The student's progress will be monitored by a retention specialist. At the end of the semester, the student's performance will be evaluated to determine their academic standing.

Appeal of Pause

A dismissed student may appeal a mandatory semester absence if they encountered an extenuating circumstance which affected their scholastic performance. A student may elect to abide by terms set forth with a counselor to continue enrollment in the next term. If the student is unable or unwilling to abide by the terms set forth by the counselor for continuing enrollment, the student is required to schedule an appointment with the dean, Student Services, to determine if an extenuating circumstance exists. If approved, a reinstatement contract will be created.

References: Title 5 Sections 55030, 55031, 55032, 55033, and 55034

Approved: 5/10/16
Revised: 12/13/16
Revised: 5/12/20

Revised: 5/10/22
Revised: 4/16/24
Revised: 4/21/26