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

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**BP 4250 PROBATION, DISMISSAL, AND READMISSION**

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

**Probation**

A student shall be placed on academic probation 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 probation 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.

**Dismissal**

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

A student who is on progress probation 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 dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed if they demonstrated significant academic improvement.

**Readmission**

A student who has been dismissed 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

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

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## **AP 4250 PROBATION, DISMISSAL, 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 Probation**

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

### **Academic Probation**

- 1) A student shall be placed on first academic probation if their cumulative GPA is below a 2.00.
- 2) A student shall be placed on second academic probation if their cumulative GPA is below a 2.00 for two consecutive primary semesters. The student is restricted to 9 units.
- 3) A student shall be dismissed if their cumulative GPA is below a 2.00 for three consecutive primary semesters. Dismissal may be postponed if the student demonstrated significant academic improvement by earning at least a 2.00 primary semester GPA.

## **Progress Probation**

- 1) A student shall be placed on first progress probation 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 probation 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.
- 3) A student shall be dismissed 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. Dismissal may be postponed if the student demonstrated significant progress improvement by completing at least 50 percent of their semester attempted units.

## **Notification of Probation**

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

## **Dismissal**

A student shall be dismissed if their cumulative GPA is below 2.00 for three consecutive primary semesters. A student shall be dismissed 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 dismissed may not take classes for the subsequent semester and must take a semester of absence (fall or spring). If a dismissed student is enrolled in the subsequent semester, the Admissions and Records Office will administratively drop the student from their classes.

## **Dismissal Notification**

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

## **Readmission**

A dismissed student who has completed a semester of absence may request reinstatement. A student wishing to reenroll at Allan Hancock College must meet with a counselor to create a reinstatement contract. The student will need to provide reasonable assurance he/she/they are prepared to succeed. The student will be limited to 7 units and 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 Dismissal**

A dismissed student may appeal a mandatory semester absence if they encountered an extenuating circumstance which affected their scholastic performance. A 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

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