

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Probation

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

**Responsible Area:** Student Learning

**Responsible Office:** Vice President, Student Learning

**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 grade point average below 2.0 in all A-F and FW graded units.
- **Progress Probation:** A student will be placed on Progress 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 entries of “W” (withdrawal), “I” (incomplete), “NP” (no pass) or “NC” (no credit prior to Fall 2009) 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 the 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 counselor prior to registration.

**Removal of Probation Status**

A student 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.