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**Kern Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs**

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**AP 4250**

**Probation**

~~Rely Primarily Upon the Advice and Judgment~~

**References:**

Title 5 Sections 55031- 55034

~~Note: This procedure is legally required~~

**Notification of Probation** - Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to address the academic difficulty before the student is dismissed. At a minimum, notification will consist, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on academic probation shall be sent to the student informing him/her/they that he/she/they is on academic probation. "All units attempted" is defined as all units of credit in which the student is enrolled.

If the ~~student receives symbols of~~ ~~percentage of a student's recorded entries~~ of "W," "I," ~~"NC," and/or~~ "NP" ~~reaches or exceeds fifty percent~~ in (50%) of all units in which a student has enrolled, the student shall be placed on progress probation.

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 him/her/they that he/she/they is subject to dismissal.

**Probationary Letter** - The letter notifying the student of probation will address, at a minimum, the significance of being placed on probation and description of the student services available.

~~Change of Probationary Status~~

A student on academic probation and earns a semester grade point average (GPA) of 2.0 or better shall not be dismissed under the condition that the minimum semester GPA is maintained.

A student on progress probation ~~because of~~ due to an excess of units for which entries of "W," "I," and "NPG" are recorded shall be removed from probation when the percentage of units in this category falls below ~~fifty percent~~ (50%).

**Counseling for Probationary Students** - Each student on probation may be provided counseling and guidance service, including regulation of the student's program as determined by the Counseling Office of each college. A student on academic or progress probation may be limited by the respective college to specified courses and the number of units that may be attempted.

**Probation, Dismissal, Readmission Data Reporting**

*The District Chancellor shall develop and provide the Board for review an annual report of the number of students who were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.*