



Reference: *Title 5 Sections 55031-55034*

Notification of Academic and Progress Probation

Each student shall be notified of his/her academic difficulty and the availability of college support services.

Notification will consist, at a minimum, of the following:

- When the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled.
- When the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds one half (50%) of all units in which a student has enrolled, the student shall be placed on progress probation and notified.
- 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 him/her that he/she is subject to dismissal.

Probationary Notice

All probation notices will be sent to the student's West Hills Community College District provided email account.

The notice to the student will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Removal from Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

A student on progress probation shall be removed from probation when the percentage of units with entries of "W", "I", "NP", and "NC" drops below 50 percent.

Probation, Dismissal, Readmission Data Reporting

The Chancellor shall develop and provide to the Board of Trustees for review 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.

Board approval date: 10/22/13
Reviewed/Revised: 7/24/18; 1/17/25