



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 4250 – Probation

Approved by Leadership: October 2014

Reference: Title 5 Section 55030, 55031, 55032, 55033, and 55034

Notification of Probation – Each student is entitled to be notified of his/her academic standing and the availability of college support services to respond to that academic standing before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student has attempted a minimum of 12 units and the student's grade point average falls below 2.0 in all units attempted at Butte College, a notice that the student is being placed 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 in at Butte College.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled at Butte College, the student shall be placed on progress probation.

Students may initiate an appeal to probation in the Counseling Office.

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. Dismissed students may be required to "sit-out" for up to one year. Dismissed students will be dropped from classes they are pre-enrolled in for the subsequent semester.

Probationary Letter – The letter notifying the student of probation 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 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

If in the third semester, the student's Butte College cumulative GPA is below 2.00 but that semester GPA is above 2.00, the student will be dismissed and automatically reinstated.