



## ADMINISTRATIVE PROCEDURE

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**TITLE: Academic Probation**

**ADMINISTRATIVE PROCEDURE # 4250** *(was 709.01)*

**RELATED TO POLICY # 4250 PROBATION DISMISSAL AND READMISSION**

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**Academic Probation** will be applied based on the criteria stated in Board Policy 4250.

- A. Students placed on Academic Probation will be notified in writing by the Director of Registration and Records within one (1) week of the date grades are released.
- B. After two (2) consecutive quarters of probation, students will be automatically suspended per Board Policy 4250.
- C. Students receiving financial and/or veteran aid through the college will be required to meet the Satisfactory Academic Progress requirements outlined in the financial aid and/or veteran literature.
- D. Students who feel an error has occurred in their academic record will have 90 calendar days from date of letter or postmark on envelope, whichever is latest, to file an appeal with the Director of Registration and Records.

**RESPONSIBILITY:**

The Director of Registration and Records is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2023-2024**

**DATE OF ADOPTION: 1/25/2022 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**