



AP4255 ACADEMIC NOTICE, REQUIRED ACADEMIC PAUSE

References:

Title 5 Sections 55033 and 55034

Standards for Required Academic Pause

A student who is on Academic or Progress Notice shall be subject to Required Academic Pause according to BP 4250 Academic Notice, Required Academic Pause, and Readmission.

Notification of Required Academic Pause

A certified letter to the student's home address and college email address, accessed through the student portal, that they are subject to Required Academic Pause will cover the criteria outlined in BP 4250 Academic Notice, Required Academic Pause, and Readmission, an explanation of what Required Academic Pause means, and the procedures for readmission and appeal.

Appeal of Dismissal

The student has the right to appeal a proposed required academic pause action if the student feels that extenuating circumstances exist that warrant an exception to the required academic pause action. The student must file the written Petition for Readmission with the Chief Student Services Officer or designee within ten working days after the required academic pause email was sent. If the student fails to file a written petition within ten working days the student is subject to being put on required academic pause. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Chief Student Services Officer or designee.

The appeal decision of the Chief Student Services Officer or designee will be communicated to the student in writing by the Chief Student Services Officer or designee. The Chief Student Services Officer or designee will notify the student of his/her decision within five working days of receipt of the student's appeal. The student may appeal the decision of the Chief Student Services Officer or designee in writing to the Superintendent/President or designee, within five working days of the date of notification of the decision of the Chief Student Services Officer or designee. The decision of the Superintendent/President or designee is final.

If the required academic pause dismissal appeal is granted, the student will be allowed to enroll for the subsequent semester. After grades are posted from the subsequent semester, the student's academic record will again be evaluated to determine whether



the student may be removed from Academic Notice, should be kept on required academic pause dismissed, or should be allowed to enroll based on Required Academic Pause Exception.

Standards for Evaluating Appeals

Required Academic Pause Dismissal appeals may be granted under one of the following circumstances:

- The required academic pause determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.
- The student completes a student success improvement activity.
- There is evidence of significant improvement in academic achievement.
- 15 units at Dean's Discretion.

Required Academic Pause Exception Policy

When a student who is on Academic Notice or Required Academic Pause Dismissal completes six (3) or more units and earns a GPA of 2.0 or higher for the current semester (for purposes of this exception, "Pass" is calculated as a "C" grade for the current semester only), the student will be automatically permitted to re-enroll for each additional semester in which he/she satisfies the exception criteria or until the student returns to academic good standing. During the exception period, the student will retain academic required academic pause exception status and may be subject to unit, course, and/or other conditions deemed appropriate by the Office of the Dean, Educational Programs-Student Support Services.

Returning to Good Standing

(a) A student on academic notice for a grade point deficiency shall be removed from notice when the student's accumulated grade point average is 2.0 or higher.(b) A student on Progress Notice because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from academic notice when the percentage of units in this category drops below fifty percent (50%).(c) The governing board of a district shall adopt and publish procedures and conditions for notice and appeal of notice and request for removal from notice. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:(1) A district may establish, as a minimum grade point average for removal from Academic Notice, a grade point average greater than 2.0; or(2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%) for removal from academic notice Cal. Code Regs. tit. 5 § 55032

Readmission after Required Academic Pause Dismissal for a Semester

If a student does not appeal or if their appeal is denied, a student who has been paused



for a semester may request readmission by resubmitting an Admissions Application, and the student may also be required to complete a student success improvement activity.

Adopted:September 19, 2014

Legal Update #42:April 2023

Reviewed by BPAP: September 2023

Superintendent/President Approval: September 2023