



AP 4255 ACADEMIC NOTICE, PROGRESS NOTICE, REQUIRED ACADEMIC PAUSE, REQUIRED PROGRESS PAUSE AND READMISSION

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 or Required Progress Pause according to BP 4250 Academic Notice, Required Academic Pause, Required Progress Pause and Readmission.

Notification of Required Academic Pause and Required Progress Pause

A college email will be sent to the student through the student portal notifying them that they are subject to Required Academic Pause according to the criteria outlined in BP 4250 Academic Notice, Progress Notice, Required Academic Pause, and Readmission, an explanation of what Required Academic Pause means, and the procedures for readmission and appeal.

Appeal of Required Academic Pause and Required Progress Pause

The student has the right to appeal a proposed Required Academic Pause and Required Progress Pause action if the student feels that extenuating circumstances exist that warrant an exception to the Required Academic Pause and Required Progress 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 and Required Progress Pause email was sent. If the student fails to file a written petition within ten working days the student is subject to remaining on Required Academic Pause and Progress 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 via email 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 and Required Progress Pause appeal is granted, the student will be allowed to enroll for the current semester. After grades are posted from the current semester, the student's academic record will be reevaluated to determine whether the student may be removed from Academic Notice and Progress Notice or should be kept on Required Academic Pause, Progress Notice or should be allowed to enroll based on Required Academic Pause Exception.

Standards for Evaluating Appeals

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

- The Required Academic Pause and Progress 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. Verification of extenuating circumstances and documentation should be submitted with the appeal.
- The student completes a student success improvement activity.
- There is evidence of significant improvement in academic achievement.

Required Academic Pause Exception Policy

When a student who is on Academic Notice, Progress Notice, or Required Academic Pause completes (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 or progress 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, Student Affairs.

Readmission after Required Academic Pause or Required Progress Notice for a Semester

A student who has been paused for a semester may request readmission by re-submitting an Admissions Application, and the student may also be required to complete a student success improvement activity.



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