

# ACADEMIC POLICIES

## Academic/Progress Probation

As established in Administrative Procedure 4250 - Probation:

- Students are not evaluated for probation until they have attempted 12.0 units at Monterey Peninsula College.
- **Academic Probation** - A student who has attempted at least 12 units at Monterey Peninsula College will be placed on academic probation when they have earned a grade point average below 2.0 in all accumulated units with evaluative grades or have been readmitted after academic dismissal.
- **Notification of Probation** - Each student is entitled to be notified of their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's cumulative grade point average falls below 2.0 in all units attempted or the cumulative percentage of "W," "I," and "NP" units reaches or exceeds 50% of all units attempted, a notice that the student is on probation shall be sent to the student informing them that they are on probation. "All units attempted" is defined as all units of credit that are recorded on the student's Monterey Peninsula College transcript.
- **Probationary Notice** - The notice to the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.
- **Removal from Academic Probation** - A student shall be removed from academic probation whenever they have achieved a cumulative grade point average of 2.0 or higher in all accumulated units with evaluative grades.
- **Progress Probation** - A student who has enrolled in at least 12 units at Monterey Peninsula College will be placed on progress probation when the cumulative percentage of "W," "I," and "NP" units at Monterey Peninsula College reaches or exceeds 50% of all units attempted at the College.
- At the end of the second semester in which the student is on academic or progress probation, a notice that the student has been dismissed will be sent to the student informing them that they have been dismissed.
- **Removal from Progress Probation** - A student will be removed from progress probation whenever a student successfully completes more than 50% of all units attempted at the College with a passing grade.

## Academic/Progress Dismissal and Readmission

As established in Administrative Procedure 4255 - Dismissal and Readmission:

- **Academic Dismissal** - A student on academic probation shall be dismissed when the student's cumulative grade point average is below 2.0 for two consecutive semesters.
  - **Dismissal Notice:** The notice that a student receives indicating that they are subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.
- **Academic Readmission** - Upon petition to the Academic Council, a student who has been dismissed for academic reasons may be

readmitted. The student must see an MPC counselor and complete and submit the "Petition for Readmission" form to the Academic Council. Upon readmission, the student is placed on academic probation and must earn at least a 2.0 ("C") cumulative grade point average in order to continue enrollment.

- **Progress Dismissal** - A student who has been on progress probation for two consecutive semesters will be dismissed when, for the third consecutive semester, the student has "W," "I," and/or "NP" grades in 50% or more of all units attempted.
- **Progress Readmission** - Upon petition to the Academic Council, a student who has been dismissed for progress reasons may be readmitted. The student must see an MPC counselor and complete and submit the "Petition for Readmission" form to the Academic Council.
- **Appeal of Dismissal** - The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal through Academic Council. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which readmission should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Academic Council.
  - The student will continue to be on dismissal until the Academic Council decides on the student's appeal.
  - The decision of the Academic Council will be communicated to the student in writing through the College's Student Information System. The Academic Council will notify the student of its action within 30 days of receipt of the student's appeal. The student may appeal the decision of the Academic Council in writing to the Vice President of Student Services. The decision of the Vice President of Student Services is final.
  - If the dismissal appeal is granted, the student will continue to be on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should continue to be on probation.
- **Standards for Dismissal** - A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive semesters.
  - A student who has been on progress probation for two consecutive semesters will be dismissed when, for the third consecutive semester, the student has "W," "I," and/or "NP" grades in 50% or more of all units attempted.
- **Re-Admission after Dismissal** - Upon petition to the Academic Council, a student who has been dismissed for academic reasons may be readmitted. The student must see an MPC counselor and complete and submit the "Petition for Readmission" form to the Academic Council.

## Academic Renewal

As established by Administrative Procedure 4240 - Academic Renewal:

- There may be instances when a student's past academic record is not reflective of the student's current, demonstrated level of academic performance. The intent of the academic renewal policy is to prevent past substandard grades ("D" or "F") from deterring a student's progress toward employment, graduation, certification, or transfer.

- A student may petition the Academic Council to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:
  - a. To qualify, the following amount of time will have elapsed since the substandard grades were awarded;
    - i. One semester (fall or spring) with a 2.5 grade point average,  
OR
    - ii. One year with a 2.0 grade point average
  - b. The student has achieved the grade point average required above in the last 12 units of letter grades completed at MPC, any regionally accredited institution, or a combination thereof. If a student chooses to use courses completed outside of MPC, the student will submit an official transcript documenting those units to Admissions and Records prior to, or at the time of petitioning for Academic Renewal. Unofficial transcripts will not be accepted;
  - c. The student has met with a counselor to review their transcripts and complete a supplemental worksheet. A counselor signature is required on the petition prior to submitting it to the Academic Council. Students desiring academic renewal must complete an Academic Council petition. If all the above conditions are met, academic renewal will be granted for student selection of up to 30 units of substandard academic work "D" or "F" grades
- When academic renewal is granted, an annotation is made on the student's transcript indicating which grades have been alleviated from the MPC grade point average. All courses and grades remain visible on the transcript.
- Academic renewal action taken by Monterey Peninsula College does not guarantee that other colleges or universities will accept such action. This determination will be made by the respective institutions.