

This administrative procedure applies to college-credit students only.

- A. Academic Notice – A student shall be placed on academic notice if they have attempted a minimum of twelve (12) semester units resulting in an evaluative grade and a grade-point average of less than a 2.0.
- B. Progress Notice – A student shall be placed on progress notice if they have attempted a total of at least twelve (12) semester units and fifty (50) percent or more of the units attempted resulted in grades of withdrawal (W), incomplete (I), or no pass (NP).
- C. Academic and Progress Notice is calculated for the spring and fall semesters based on the student's enrollment after the deadline to drop without a "W". Summer grades are included in overall calculations for the spring and fall semesters. Academic and Progress Notice is posted on the student's permanent record.
- D. The Admissions and Records Office shall make every reasonable effort to notify a student of academic and/or progress notice in a timely manner. Upon notification of academic and/or progress notice, the student shall be directed to see a counselor before the next registration period to discuss ways in which the student can improve their academic standing. Information on support services and appeal procedures will be included in the notification.
- E. A student who is placed on academic or progress notice may submit an appeal to the Committee on Exceptions.