

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: S. 13.0
Procedure Title: Academic Standing, Probation, and Dismissal
Relevant Board Policy:
Originating Unit: Academic Advising Centers
Maintenance Unit: Vice President Student Success

- I. Purpose: To establish the criteria for satisfactory academic progress by students. Palo Alto College is aware of a students' need to successfully complete a program of study. To ensure that students reach their academic potential and maintain an expected level of academic performance, the following standards will govern satisfactory academic progress.

Acceptable scholastic performance, also known as Good Academic Standing (as published in College Catalog), is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are institutional GPA and course completion. Palo Alto College honors the academic standing in place at the last institution attended (dismissal, probation, etc.). Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status through their [ACES](#) accounts. (See [Adds, Drops and Withdrawals](#) , which also covers the Three-Peat Enrollment and Six Course Drop Rulings.)

II. Procedure Statement:

The following standards will govern satisfactory academic progress:

A. Good Academic Standing

1. Minimum overall institution GPA, including developmental courses. Good Academic Standing is affected if overall institution GPA falls below 2.0 at any time and student begins process defined below.
2. Academic standing is run at the end of a full fall, spring, or summer term, not a shorter part of term such as Flex I, Start II, Maymester, Summer I, etc.

B. Academic Probation

1. Students who begin any semester term in Good Academic Standing but fail to maintain a cumulative institution GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' ACES email addresses.
2. Students may re-enroll for one (1) semester term after meeting with advising services.
3. Students may be limited to a maximum approved course load. Students may be required to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success.

4. Students must earn a “C” or higher in all courses registered for during the semester approved to remain enrolled while on Academic Probation. Student status is evaluated after each semester term.
5. If the above requirements are met any appropriate Academic Hold will be waived on student records.
6. Academic Probation status is waived when students earn both term and cumulative institution 2.0 GPA, otherwise enrollment status will be Continued Academic Probation.
7. All students on Academic Probation will be sent an email via ACES informing them of their status.
8. Students will then be encouraged to meet with their assigned advisor. Appointments will be required.
9. The assigned advisor will review the Academic Probation Procedures (Advisor Guide)

C. Continued Academic Probation

1. After the first (1) semester term of Academic Probation Status, students may re-enroll at the Alamo Colleges on a Continued Academic Probation status after meeting with counseling/advising services.
2. Students may be limited to a maximum approved course load. Students may be required to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success. Students must earn a “C” or higher in all courses registered for during the semester approved to remain enrolled while on Continued Academic Probation.
3. Student status is evaluated after each completed semester/session.
4. The Continued Academic Probation status is removed when students earn both term and cumulative institution 2.0 GPA. If the student does not meet the minimum academic standards for the semester enrolled, the student is placed on Academic Dismissal at all Alamo Colleges.
5. All students on Continued Academic Probation will be sent an email via ACES informing them of their status.
6. Students will then be encouraged to meet with their assigned advisor. Appointments will be required.
7. The assigned advisor will review the Academic Probation Procedures (Advisor Guide)

D. Academic Dismissal (First or Second Academic Dismissal)

1. If students on Academic Probation or Continued Academic Probation do not earn a semester term institution GPA of 2.0 or do not earn a cumulative institution GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal and must remain out for one full fall or spring semester. Students placed on Academic Dismissal will receive notification from the Alamo Colleges via their ACES email.
2. After remaining out for one (1) full fall or spring semester term for each of the First or Second Academic Dismissals, students must petition for regis-

tration. Upon readmission, students will be limited to a maximum approved course load of seven (7) semester hours including the required SDEV 0171, Strategies for Success course designed to teach proven strategies for academic success.

3. Students will be enrolled under the status of Continued Academic Probation and must achieve and maintain a minimum of “C” or higher in all courses registered for during the semester approved for enrollment. For students on Continued Academic Probation, the maximum student course load on subsequent semesters will be based on the student’s academic progress and may not exceed 12 semester hours.
4. Students who wish to enroll and not remain out a fall or spring semester may petition for an exception and must complete the academic dismissal petition process. Exceptions granted will be enrolled under the status of Continued Academic Probation.
5. Students may re-enroll in Good Academic Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
6. Academic Probation and Continued Academic Probation status is removed when students earn a cumulative institution 2.0 GPA.
7. Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined above.
8. Submitting an Academic Dismissal petition does not guarantee registration. In addition, denial of a petition at one Alamo College applies to all Alamo Colleges.
9. All students on Academic Dismissal will receive a letter informing them of their status.
10. Students will then be required to schedule an appointment with the Dean of Student Success, Director of Advising, or Advising Team Leader. Students will submit their completed petition prior to the scheduled appointment.
11. No petitions will be accepted after the designated deadline.

E. Academic Dismissal (Third Academic Dismissal)

1. A student on Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Colleges for one (1) calendar year after which a petition for registration must be made. After remaining out the required length of time, students must submit their petition and typed reflection statement to their selected college by the set deadlines. They will also be required to meet with an appropriate college representative.
2. In addition to the policies above, students will be required to reduce their course loads and/or enroll in a college success course that is designed to teach proven strategies for academic success.
3. Academic Probation and Continued Academic Probation status is removed when students earn a cumulative institution 2.0 GPA.
4. Students may have Permanent Academic Dismissal on their record, which is a term utilized with the passport system.

5. All students on Academic Dismissal will receive a letter informing them of their status.
6. Students will then be required to schedule an appointment with the Dean of Student Success, Director of Advising, or Advising Team Leader. Students will submit their completed petition prior to the scheduled appointment.
7. The Dean of Student Success, Director of Advising, or Advising Team Leader will review the Academic Dismissal Procedure Guide.
8. The student will receive a communication via the email listed on his/her petition form with the final decision for the appeal.

F. Deadline to Submit Petition for 1st, 2nd, and 3rd Academic Dismissal

1. Petitions for exception to the Academic Dismissal process must be submitted at least two weeks prior to the first day of classes for the semester or term.
2. No petitions will be accepted after the designated deadline.

Issued: February 14, 2011

Approved: Ana M. Guzman
President

Revised: May 16, 2017

Approved: (signed: Dr. Mike Flores)
President