



## ADMINISTRATIVE PROCEDURE

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**TITLE: Academic Probation**

**ADMINISTRATIVE PROCEDURE # 709.01**

**RELATED TO POLICY # 709.01**

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Academic Probation will be applied based on the criteria stated in Board Policy 709.01.

Students placed on Academic Probation will be notified in writing by the Registrar's Office within one (1) week of the date the Registrar releases grades.

After two (2) consecutive quarters of probation, students will be automatically suspended per Board Policy 709.02.

Students receiving financial and/or veteran aid through the college will be required to meet the Satisfactory Academic Progress requirements outlined in the financial aid and/or veteran literature.

Students who feel an error has occurred in their academic record will have 90 days from date of letter or postmark on envelope, whichever is latest, to file an appeal with the Registrar's Office.

**RESPONSIBILITY:**

The Academic Standards Committee is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION: 04/25/2017**

**DATE(S) OF PRIOR REVIEW:**