



## ADMINISTRATIVE PROCEDURE

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**TITLE: Suspension Notification and Status Removal**

**ADMINISTRATIVE PROCEDURE # 4255** *(was 709.02)*

**RELATED TO POLICY # 4250 PROBATION DISMISSAL AND READMISSION**

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**Academic Suspension** will be applied based on the criteria stated in Board Policy 4250.

- A. Students placed on Academic Suspension will be notified in writing by the Registrar's Office within one (1) week of the date the Registrar releases grades.
- B. Once students are placed on suspended status any courses the students have pre-registered for will be dropped from their schedule. Students will be required to meet with their Academic Advisor prior to registering for courses.
- C. The College will work with students to determine the appropriate actions and credit limitations necessary to help ensure future academic success.
- D. Students placed on Academic Suspension must bring their cumulative GPA to a 2.00 or better to have the suspended status removed.
- E. Students who feel an error has occurred in their academic record will have 90 calendar days from date of letter or postmark on envelope, whichever is latest, to file an appeal with the Registrar's Office.

**RESPONSIBILITY:**

The Director of Registration and Records is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 1/25/2022 by CC**

**DATE(S) OF REVISION:**

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