

# HOW DID I GET PLACED ON PROBATION?

## ACADEMIC PROBATION

If you received a letter from the Matriculation Coordinator, indicating that you have been placed on Academic Probation, it means that you have attempted a minimum of 12 semester units of work and your cumulative grade point average (for all classes attempted and/or completed since your first semester) has dropped below 2.0 (a “C” average).

## PROGRESS PROBATION

If your probation letter stated that you have been placed on Progress Probation, this means that you have enrolled in at least 12 semester units and the percentage of all units in which you were enrolled and for which entries of “W” (withdrawal), “INC” (incomplete), or “NC” (no-credit) are recorded reaches or exceeds 50%.

## DISMISSAL

A student on academic or progress probation for three consecutive semesters may be dismissed from the college. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmission at the end of that period of time.

## HOW CAN I BE REMOVED FROM ACADEMIC OR PROGRESS PROBATION?

1. Attend an Academic or Progress Probation workshop or see a counselor. If you are an EOP&S, CalWORKs, DSPS, or Transfer student, please see a counselor from that program.
2. See a Counselor for assistance with completing a student educational plan and you will receive an “unflag” card.
3. Submit the “unflag” card to the Admissions Office, SSC 125.

## HOW TO REPAIR YOUR ACADEMIC RECORD

- **Course Repetition To Improve Substandard Grades** – Students may repeat up to a total of 15 units in which substandard grades “D”, “F” or “NC” were awarded, in the District. This policy only applies to courses taken at colleges within the Los Angeles Community College District.
- **First Course Repetition to Remove a Substandard Grade** – Upon completion of a repeated course, the most recent

grade earned will be computed in the cumulative grade point average and the student’s academic record so annotated. After you have completed the course you must submit a **Course Repetition Card** for all classes that have been repeated (even if you received the same grade)

- **Second Course Repetition to Remove a Substandard Grade** – A student may repeat the same course for a second time provided the student has:

Received two substandard grades for the same District course

Filed a petition which states the extenuating circumstances which are the basis for the petition for the second repeat

Have the petition approved by the college committee

- **Complete any course for which a grade of Incomplete (INC) appears on your college record.** You have one academic year to remove an INC from your records. Contact your instructor right away.
- **Apply for Academic renewal** – Students must have achieved a grade-point average of 2.5 in their last 15 semester units or 2.0 in their last 30 semester units and at least 2 calendar years must have elapsed from the time of the course work

## HOW DO I FIGURE MY GRADE POINT AVERAGE?

### Semester Grade-Point Average

- The GPA is equal to the number of Grade Points (GP) divided by the number of Units Attempted (UA).
- Units Attempted (UA) = total number of hours for courses student received a grade of A, B, C, D or F
- Grade Points (GP) = number of credit hours per course multiplied by the value of the grade received. Example values: A=4, B=3, C=2, D=1, F=0. Courses with grades of W, CR or INC do *not* figure in GPA calculations.

### Example

Course	Units Earned	Grade	Grade Points
English 28	3	C	6
History 11	3	B	9
Math 115	5	B	15
P.E. 228	<u>1</u>	A	<u>4</u>
	12		34
GPA = 2.83			

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## ACADEMIC REPAIR KIT

## MATRICULATION SERVICES

"ENRICHING LIVES"



Tips for Success for  
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