

Administrative Procedure 4250

Probation, Dismissal and Readmission

1. A student who is placed on Academic or Progress Probation or who is dismissed from the college will be notified in writing and will be informed of college support services available.
2. A student who is on Academic or Progress Probation for two or more consecutive semesters is limited to no more than 12 units in any semester of 16 weeks or more, and no more than 5 units in any session shorter than 16 weeks (i.e. winter or summer session). Under special circumstances a student may petition for additional units through the Counseling and Student Success Office.
3. A student who is on Academic or Progress Probation for two or more consecutive semesters or who is returning to El Camino after having been dismissed is required to see a counselor before registering for subsequent semesters. If the student has not attended for one or more semesters, an application for readmission is necessary.
4. The student has the right to appeal dismissal.
 - a. The student must file the written petition of appeal with the Counseling and Student Success office within the time limit noted on the dismissal letter. If the student fails to file a written petition within the specified period, the student waives all future rights to appeal the dismissal and must sit out that semester.
 - b. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.
 - c. Petitions will be reviewed by the Reinstatement Committee. The student will be notified of the Committee's action in a timely manner (usually within 7 business days).
 - d. The student may appeal the Committee's decision in writing to the Counseling and Student Success office within 21 calendar days of the date of notification. The decision of the Counseling and Student Success office is final.
5. A readmitted student will remain on probation until the cumulative average is 2.0 or above and/or the percentage of "W," "I," and "NC/NP" entries are below 50%. A student who withdraws from ECC voluntarily while on probation will be readmitted in the same status that existed at the time of withdrawal.