

# ACADEMIC POLICIES

## ACADEMIC AND PROGRESS NOTICE AND DISMISSAL POLICIES

### Academic Notice

To remain in good academic standing at Santa Monica College, students must maintain a C (2.0) or better cumulative grade point average. Students will be placed on academic notice if they:

- Fall below a C (2.0) cumulative grade point average in 12 or more SMC cumulative units attempted; or
- Transfer to SMC while on dismissed status at another college or university; or
- Are readmitted after dismissal from SMC.

Students on academic notice will be limited to enrolling in the following number of units:

- First semester: 9 units in fall or spring, and 5 units in winter or summer;
- Second consecutive semester: 6 units in fall or spring, and 3 units in winter or summer;
- Third consecutive semester: Student will be dismissed from Santa Monica College.

Students will remain on academic notice until they raise their cumulative SMC grade point average to a 2.0 or better, or are dismissed from attending SMC due to unsatisfactory academic performance.

As a preventive measure, students are urged to review the Attendance Policies section. Failure to properly withdraw from classes causes many students to be placed on academic and/or progress notice — situations that can be avoided by timely and appropriate withdrawal. **It is the student's responsibility to withdraw from a course. Informing the instructor is NOT sufficient. Failure to withdraw from a course can lead to receiving a grade of F (0.0).**

**F-1 VISA STUDENTS PLEASE NOTE:** Federal law requires students with an F-1 visa to complete 12 units during each fall and spring semester, regardless of academic status. If there is ANY possibility that a student may be placed on academic notice or dismissed from attending SMC due to poor academic performance, the student should IMMEDIATELY arrange to discuss the situation with a counselor from the International Education Center.

**STUDENT ATHLETES IN SEASON OF COMPETITION (Spring/ Fall) PLEASE NOTE:** To compete in any given sport at SMC, a student must be enrolled in and actively attending 12 units (a maximum of 3 of those units can be for KIN PE courses) during the season of competition, regardless of academic status. If there is ANY possibility that a student may be placed on academic notice or dismissed from attending SMC due to poor academic performance, a student should IMMEDIATELY arrange to discuss the situation with an athletic counselor by calling 310-434-8017.

### Progress Notice

To remain in good standing at Santa Monica College, students must not exceed the allowed percentage of I (Incomplete), W (Withdrawal), and NP (No Pass; formerly NC-No Credit) notations within the specified number of enrolled units.

A student enrolled in at least twelve (12) semester units will be placed on progress notice if the percentage of units in which the student receives a notation of W (Withdrawal), I (Incomplete), or NP (No Pass) reaches or exceeds 50% of units enrolled.

Students on progress notice are limited to enrolling in the following number of units:

- First semester: 9 units in fall or spring, and 5 units in winter or summer;
- Second consecutive semester: 6 units in fall or spring, and 3 units in winter or summer;
- Third consecutive semester: Student will be dismissed from Santa Monica College.

Students will remain on progress notice until they increase their number of completed units to meet the required percentage of their enrolled units, or until they are dismissed from attending SMC due to their continuing unsatisfactory progress.

**F-1 VISA STUDENTS PLEASE NOTE:** Federal law requires students with an F-1 visa to complete 12 units during each fall and spring semester, regardless of academic status. If there is ANY possibility that a student may be placed on progress notice or dismissed from attending SMC due to unsatisfactory progress, the student should IMMEDIATELY arrange to discuss the situation with a counselor from the International Education Center.

### STUDENT ATHLETES IN SEASON OF COMPETITION (Spring/ Fall)

**PLEASE NOTE:** To compete in any given sport at SMC, a student must be enrolled in and actively attending 12 units (a maximum of 3 of those units can be for KIN PE courses) during the season of competition, regardless of academic status. If there is ANY possibility that a student may be placed on progress notice or dismissed from attending SMC due to unsatisfactory progress, the student should IMMEDIATELY make arrangements to discuss the situation with an athletic counselor by calling 310-434-8017.

### California College Promise Grant (CCPG) Satisfactory Academic Progress Requirement

The State of California requires California College Promise Grant (CCPG) recipients to meet certain minimum academic standards. Please note:

- To remain CCPG eligible, students must maintain at least a 2.0 GPA and a course completion rate of at least 50%.
- Students who fail to meet the GPA and/or completion rate standards will be placed on CCPG Probation.
- Students on CCPG Probation have one major term (fall or spring semester) to raise their GPA and/or completion rate.
- Students who fail to raise their GPA and/or completion rate up to the minimum standards may become ineligible for a CCPG for the next fall or spring semester unless they (a) have already enrolled in the next fall or spring semester; or (b) have not yet completed 12 units.

More information about the California College Promise Grant (CCPG) Satisfactory Academic Progress Requirement, including how to appeal the loss of CCPG eligibility, is on the SMC Financial Aid webpage.

### Academic Dismissal

A student who is on academic notice is subject to dismissal when the student has earned a cumulative grade point average (GPA) below a 2.0 at SMC, in all units attempted in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one (1) semester (fall/spring). However, a student who earns a semester grade point average of 2.0 or higher at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the semester GPA and the cumulative GPA are below a 2.0, the student will be dismissed.

A student who is dismissed after pre-enrolling for the subsequent semester will be administratively dropped from all registered courses if the student is not reinstated by a counselor.

For further information, please see an SMC counselor.

### Progress Dismissal

A student who is on progress notice is subject to dismissal when the student receives notations of W (Withdrawal), I (Incomplete), or NP (No Pass) in 50% or more of all units enrolled in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one (1) semester (fall/spring). However, a student who completes less than 50% of the units enrolled with notations of W, I, or NP at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the student completes more than 50% of the units enrolled with notations of W, I, or NP and the cumulative units enrolled with notations of W, I, or NP is 50% or above, the student will be dismissed.

A student who is dismissed after pre-enrolling for the subsequent semester will be administratively dropped from all registered courses if the student is not reinstated by a counselor.

Students should go to [smc.edu/DQProbationPolicies](http://smc.edu/DQProbationPolicies) or see a counselor for more information.

### Reinstatement of Dismissed Students

Students who have been dismissed from Santa Monica College due to poor academic performance and/or unsatisfactory progress, *and who have been away from SMC for one semester or less*, must complete and submit a 'Petition for Reinstatement to Academic or Progress Notice Status.' Students who petition for reinstatement to SMC may or may not be allowed to return, depending on reinstatement guidelines. To complete the reinstatement petition, students must log in to Corsair Connect at [smc.edu/cc](http://smc.edu/cc), click on the 'Counseling & Special Programs' tab, and then click on 'Petition for Reinstatement' and follow the instructions. Once the petition is successfully submitted, a confirmation message will appear, and the petition will be saved in the Corsair Connect account. To have a reinstatement petition reviewed and processed, a student **MUST** consult a counselor. The counselor will determine whether reinstatement is possible, what conditions the student must meet in order to enroll at SMC, and how many units the student may enroll in, up to a maximum of 6 units in fall or spring, and 3 units in summer or winter.

If a student is denied reinstatement, the counselor may require the student to successfully complete a specific number of units at another college or university, with a specific minimum GPA, before being allowed reinstatement to SMC. Other policies regarding reinstatement at SMC include:

- After a 1st dismissal, if a student is allowed to reinstate, the counselor will specify a maximum number of units the student can enroll in, up to a maximum of six (6) units for a fall or spring semester, and up to a maximum of three (3) units for a winter or summer session;
- After a 2nd dismissal, a student must wait for one semester and possibly one intersession before requesting to be reinstated; and
- After a 3rd dismissal, and each dismissal after that, a student must wait for one year before requesting to be reinstated.

Please see [smc.edu/DQProbationPolicies](http://smc.edu/DQProbationPolicies) for information on other requirements for dismissed students seeking reinstatement to SMC.

### Admission/Readmission of Students Dismissed for Academic or Progress Reasons

A dismissed student who wishes to be readmitted *after being away from Santa Monica College for two consecutive semesters (one year) or longer* or who is attending SMC for the first time after being dismissed

from another institution is required to file BOTH an SMC Admission Application AND a 'Petition for Reinstatement.' The student must take the following steps IN THE ORDER PRESENTED.

- The student must file an application for admission to SMC by going to [smc.edu/apply](http://smc.edu/apply) and clicking on the 'Returning Students' section, and then on 'Petition for Reinstatement.'
- After submitting the application, the student will receive an email that provides an SMC Student ID number, which will be used to log in to Corsair Connect. Returning students will have their previous SMC ID number reactivated in the system.
- The student must log in to Corsair Connect, click on the 'Counseling & Special Programs' tab, and then click on 'Petition for Reinstatement' and complete and submit the petition.
- Once the completed 'Petition for Reinstatement' is submitted, a message will appear with further instructions for the student to follow. The Readmission Committee will determine whether reinstatement is possible and what conditions the student must meet in order to enroll at SMC, and will email its decision, along with any further instructions, to the student's SMC email address.
- IMPORTANT: Students who were dismissed from another college should email a legible copy of their unofficial transcripts to [readmit\\_committee@smc.edu](mailto:readmit_committee@smc.edu) and include their full name and SMC ID number. PLEASE NOTE: The reinstatement process will NOT continue OR be complete until all transcripts are received. After a student's transcripts are received, an SMC counselor will review the petition and email the decision — along with any further instructions — to the student's SMC email address. Once readmitted to SMC, the student **MUST** arrange for an official copy of all transcripts to be *sent directly by the previous college(s)* to Santa Monica College, ATTN: Admissions, 1900 Pico Blvd., Santa Monica, CA 90405-1628. When the transcripts are received, an SMC counselor will review the student's Petition and email a response to the student's SMC email address.

### Admission of Students Dismissed for Other Reasons

Students dismissed, suspended, or expelled from other institutions for disciplinary issues should meet with the Admissions supervisor to resolve their enrollment status.