

PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

COLLEGE POLICIES ACADEMIC REGULATIONS AND STANDARDS

ACADEMIC ADVISING AND REGISTRATION

Assistance in career and educational planning is offered at Palo Verde College. Counselors are available on an “open door” basis; however, it is suggested that students make appointments. Dates for registration are listed on the college website (www.paloverde.edu) and in the Schedule of Courses.

UNIT COURSE LOAD LIMITATION

An overload schedule in excess of 19 units in the Fall and Spring semesters, and more than 8 units in the Summer session may be approved for students who have completed a minimum of 12 college units in at least one semester with a GPA of 3.0, as well as have a cumulative GPA of 3.0. An exception to the minimum standards may be made for high school graduates or equivalents on a case-by-case basis. The number of units of credit offered for each course may be found under “Courses of Instruction” in this catalog. Credit for college work is based on the semester hour (usually called hours or units). In lecture courses, one hour in the classroom per week constitutes one unit of work. In the laboratory, three hours per week constitutes one unit of work. In a clinic/field course, three hours per week constitutes one unit of work. Approval for such overloads may be secured by completing a petition and submitting it to the counseling department in Student Services.

Note: Meeting the minimum standards for course overload approval as outlined above does not guarantee that the petition will be approved. Other factors, including the difficulty of the schedule and time constraints, will be taken into consideration by the petitions committee. Students will not be able to enroll in an overload online until approval has been made and processed by the Admissions & Records Office.

ADDING COURSES

Adding courses is permitted under certain circumstances. Check for the last day to register each semester.

WITHDRAWAL FROM CLASSES

Students are responsible for officially withdrawing from any class, classes, or waitlist in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop a class or classes through the web registration system. Nonattendance or non-payment does not release the student from this responsibility and may result in a failing grade being awarded.

A student who withdraws or is dropped from a semester length course through the 20 percent date of any term will not have the course included on the permanent record. A ‘W’ will appear on the permanent record for courses dropped between the 20 percent date and the 75 percent date of the term. No ‘W’ grades may be issued after the 75 percent date. In courses other than semester length, refer to the class schedule for withdrawal date deadlines (check the college home page for these specific dates www.paloverde.edu). Failure to formally withdraw will result in a failing grade for each course.

A student may contact the Office of Admissions and Records regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student.

A ‘W’ is not used in calculating grade point averages, but excessive ‘W’s” will be used as factors in progress probation and disqualification. Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment and library books, and pay all fines and debts owed the college.

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PASS/NO PASS GRADING

Students may take courses outside of their major or outside of the general education requirements under a pass/no pass plan (P/NP). In courses where the students have received unit credits a “P” (for pass) will be assigned for student achievement, which is considered by the instructor to be passing. When achievement is considered to be unsatisfactory, (or not passing) an “NP” will be assigned. Some UC and CSU campuses do not accept Pass/No pass, so it is important for the student to contact the transferring institution about the transferability of these courses.

A maximum of twelve units of Pass or Credit may be acquired in this manner. The student may choose whether the basis of evaluation is to be pass/no pass or a letter grade at registration, or no later than the end of the first 30% of the term. Units earned on a pass/no pass basis shall not be used to calculate grade point averages; however, units attempted for which “NP” or “NC” is recorded shall be considered in probation and dismissal procedures. Students must complete a Pass/No pass form and have it signed by the instructor of the course and a counselor. The form may be obtained from the Admissions & Records Office.

CREDIT BY EXAMINATION

To be eligible for credit by examination, a student:

1. Must have earned a minimum of 12 semester hours of credit at Palo Verde College, must be currently registered, and in good standing.
2. Must make an appointment with a counselor to verify eligibility and obtain the Credit by Examination form (form must be signed by the counselor).
3. Must furnish proof of background, experience or training to ensure a reasonable measure of success.
4. After Petition is approved, **the student must pay the current enrollment fee for each unit of credit to be taken by examination, plus a service fee of \$30 prior to taking the examination.**

If the petition is approved, the examination or series of tests shall be administered by the appropriate instructor. Whether the student passes or fails the test, the course, with the units and grades assigned, shall be entered on the student’s record in the same way as regularly scheduled courses.

A student who fails the examination(s) shall not be permitted to repeat the course in this manner. A maximum of 12 units may be earned through credit by examination. Units for which credit is given by examination shall not be counted in determining the 12 semester hours of credit in residence which is required for an Associate degree.

Only those courses listed in the current catalog are approved for credit by examination and only for the amount of credit listed. Ordinarily, no activity, performance, skill or laboratory course may be approved.

The student’s academic record shall be clearly annotated to reflect that the credit was earned by examination.

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CREDIT FOR ADVANCED PLACEMENT

Palo Verde College grants credit towards its Associate Degrees for successful completion of the Advanced Placement (AP) Examination offered by the College Entrance Examination Board. In order to receive credit, a student must (1) receive a score of three or higher and (2) submit official scores to the Admissions and Records Office. A grade of AP credit will be assigned on the transcript (this course will be listed under other as a non-course on the college transcript). The units earned from the AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. To determine how AP credit may be transferred to a four year college/university, please check with the receiving institution.

INDEPENDENT STUDY

Independent study courses are permitted when the student is in the last term immediately preceding receipt of a degree or certificate and is unable to register for a needed course because of one or more of the following reasons: medical emergency; course required for graduation not offered within the last four semesters; course canceled due to insufficient enrollment; unforeseen change in job status. A maximum of 10 units may be earned by independent study.

Students must first make an appointment with a counselor to verify eligibility and obtain the Independent Study Contract form (form must be signed by the counselor).

Once eligibility is verified, the Independent Study Contract must be approved by the Vice President of Instruction and Student Services and the instructor selected to supervise the study. The instructor specifies the requirements to be completed by the student. These requirements may include tests, periodic class attendance and term papers.

Students taking a course through independent study must register for the specific course section in the regular manner. Grades earned by independent study have the same status as those acquired through regular class attendance.

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WAIVER PROCESS Course Substitution/Waiver Process

Students who wish to substitute courses or waive course requirements must follow the petition process.

In order to graduate with an associate degree or complete a certificate program at Palo Verde College, students must meet major requirements as well as general education, grade point average, residency and unit requirements. However, the College recognizes that, at times, a substitution of one course for another or the waiver of a course may be appropriate (students must pass a prerequisite course with a grade of “C” or better). Therefore, a procedure has been established to allow students a reasonable opportunity to petition to substitute or waive a course.

The process for doing so is as follows:

1. Student will meet with a counselor or advisor to determine if course substitution or other waiver is appropriate.
2. If recommended, the student will complete the petition form clearly stating which course he/she is requesting to be waived or substituted.
3. The completed petition form shall be submitted to the office of the Vice President of Instruction and Student Services for distribution to appropriate division chair or designee.
4. The division chair or designee will review the petition to determine if a course substitution or waiver of the program requirement is appropriate.
5. The division chair or designee will submit a recommendation to the office of the Vice President of Instruction and Student Services.
6. The Instructional Services Secretary or designee will forward the results to Admissions and Records and will notify the student of the outcome.
7. The student will then request to meet with a counselor to update the educational plan.
8. Course substitutions or waivers could affect transfer. Please see a counselor for further details.

OPEN ENTRY / EXIT COURSES

These are courses in which the student may enroll after the semester has started and exit before it has ended. Open entry/exit courses are designated in the catalog and in the semester schedule. Such courses must be completed prior to the end of the semester in which the student registers.

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COURSE REPETITION

Course Repetition Definition

A “course repetition” occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, B, C, D, F, W, P/NP, RD, I) and wishes to enroll again in the same course. Course repetition includes the following components. (Title 5, Section 55040)

COURSE REPETITION TO ALLEVIATE SUBSTANDARD WORK

A student who has earned a substandard grade (D, F, and NP) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a “course attempt” occurs when a student receives an evaluative or non-evaluative symbol for the course (D, F, W, or NP). All course attempts in a student’s academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student’s GPA. The grade and units for the third or final attempt are included in the student’s GPA. (Title 5, Section 55042)

COURSE REPETITION AS A RESULT OF A WITHDRAWAL

A “W” counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student’s academic record count toward this enrollment limitation.

A STUDENT EARNING A SATISFACTORY GRADE MAY NOT ENROLL IN THE SAME COURSE AGAIN UNLESS ONE OF THE FOLLOWING FIVE EXCEPTION APPLIES

1. SIGNIFICANT LAPSE OF TIME

A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 110 was completed with a grade of C in Fall 2011. In Fall 2013 the student is preparing to apply to a nursing program that requires Biology 110 to be completed within the last three years. The student is eligible to repeat the course in Spring 2015 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5, Section 55043)

2. VARIABLE UNIT

Courses A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. (Title 5, Section 55044)

3. EXTENUATING CIRCUMSTANCES

A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student’s control. (Title 5, Section 55045)

4. STUDENTS WITH DISABILITIES REPEATING A SPECIAL CLASS

A student with a verifiable disability may repeat a special class for students with disabilities any number of times based on achieving progress in the class and an individualized determination that such repetition is required as a disability related accommodation for that student. (Title 5, Section 55040)

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COURSE REPETITION (CONT.)

5. LEGALLY MANDATED COURSE

A student may repeat a course determined to be legally mandated and required by statute or regulation as a condition of paid or volunteer employment or licensure. A student must provide evidence that the course is legally mandated or that licensure standards require course repetition. Such courses may be repeated for credit any number of times. (Title 5, Section 55000)

COURSES RELATED IN CONTENT

Course Attempts within Subject Families (Dance, PE, Art, Music): District policy limits enrollment of students in courses that are active participatory courses in physical education, and visual or performing arts. In this regard, the colleges have established “families” of similar educational activities. Physical Education activity courses and some visual and performing arts have established “families” and are subject to enrollment limitations. Although a course cannot be repeated, a student may attempt up to 4 courses in a subject “family.” All course attempts in a student’s academic history count toward this enrollment limitation within a “family” of courses. This limitation applies even if the student receives a substandard grade or a “W.” Enrollment limitations are monitored district wide for a subject “family.” New students are advised to enroll in the beginning level of a course family and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family must progress to the next level. (Title 5, Section 55040)

INCOMPLETE GRADES

Upon the written request of a student and the instructor, an “I” (followed by a letter grade assigned in lieu of its removal) may be assigned after the 14th week of the semester if the student’s assigned work, including the final examination, is deficient for either of the following reasons:

- Verifiable prolonged illness, or emergency.
- Verifiable work conflict.

The condition for removal of the “I” shall be stated on the “Incomplete Grade Contract” and the grade assigned in lieu of its removal.

The “Incomplete” will be a factor in probation and dismissal procedures. Students may not re-enroll in courses for which they have been given an “I”.

1. The “I” grade contract is to be distributed upon completion or expiration of contract as follows:

- a. One copy is to be retained by the instructor
- b. One copy is to be given to the student
- c. Original copy is to be forwarded to the Director of Admissions & Records.

2. A final grade shall be assigned by the instructor when the work has been completed and evaluated. However, if the requirements are not completed within the timelines, the grade will convert to the letter grade assigned by the instructor at the time the incomplete contract was issued.

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GRADES AND GRADE POINTS

The Palo Verde College grading policies comply with the Board of Governors of the California Community Colleges. The College will ensure that grades earned at Palo Verde College by the student in non-degree applicable courses will not be included in the calculation of the student's degree applicable grade point average. The following symbols have been authorized:

EVALUATIVE SYMBOLS	MEANING	GRADE POINT VALUES
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007)	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. Has the same meaning as "NC" as that symbol was defined prior to June 30, 2007)	

NON-EVALUATIVE SYMBOLS

W	<p>The "W" is used to denote withdrawal from a class or classes through 75 percent of the course (or the last day of the 14th week for regular term-length courses, whichever is shorter). The "W" is not used in calculating the grade point average but "W's" are used as factors in progress probation and dismissal procedures.</p> <p>No notation is made on the academic record of a student who withdraws during the first three weeks of a full-term course, or during the first 20 percent of a course offered as a short-term class.</p> <p>If a student remains enrolled for 75 percent of the course, either an evaluative or a non-evaluative symbol ("A", "B", "C", "D", "F", "P", "NP", "I", "IP") must be issued by the instructor, except in the case of verifiable extenuating circumstances. (See "Withdrawal from Classes" in this catalog for explanations of extenuating circumstances).</p>
MW	<p>"MW" is assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. "MW" shall not be counted in progress probation and dismissal calculations. "MW" shall not be counted for the permitted number of withdrawals.</p>
EW	<p>"Excused Withdrawal: The "EW" occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and making course completion impracticable. Upon verification of the conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. "EW" shall not be counted in progress probation and dismissal calculations. "EW" shall not be counted for the permitted number of withdrawals.</p>

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GRADES AND GRADE POINTS (CONT.)

I “I” symbol (preceded by a letter grade) is used to denote incomplete academic work for the term. The “I” is followed by the letter grade assigned by the instructor at the time the incomplete was issued (this is the grade earned at the end of the term). The incomplete is a temporary mark assigned when the instructor determines that a student has been unable to complete course requirements by the designated ending date of the course, according to the following definition:

Incomplete: Incomplete academic work for unforeseeable, emergency, and justifiable reason at the end of the term may result in an “I” symbol being entered in the student’s record. A written contract between the instructor and the student, stipulating the conditions and timelines in which to complete the course is required. A final grade shall be assigned by the instructor when the work has been completed and evaluated. However, if the requirements are not completed within the timelines, the grade will convert to the letter grade assigned by the instructor at the time of the incomplete contract was issued. Examples of possible incomplete grades that one might be assigned are:

IF - incomplete that will convert to an “F” if contract not fulfilled within timelines

ID - incomplete that will convert to a “D” if contract not fulfilled within timelines

INP - incomplete that will convert to a “NP” (no pass) if contract not fulfilled within timelines.

The “I” must be made up no later than one year following the end of the term in which it was assigned.

An incomplete is issued only upon mutual agreement between the instructor and the student.

The instructor and the student will agree upon course work and/or other requirements necessary for the removal of the incomplete mark.

IP “IP” is used to denote that the course extends beyond the normal end of an academic term. It indicates that work is “in progress”, and that assignment of a grade must await course completion. The grade and units earned appear on the student’s transcript upon course completion. The “IP” is not used in calculating the grade point average.

RD Report Delayed: “RD” may be assigned by the Director of Admissions & Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

UG Ungraded: “UG” will be assigned to all non-credit (ABE and NBE) courses beginning with the 2013-2014 academic year forward.

CP Continuous progress (Enhanced Non-Credit Program), beginning with the 2016-2017 academic year forward.

SC Satisfactory Complete (Enhanced Non-Credit Program) beginning with the 2016-2017 academic year forward.

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GRADES APPEAL POLICY

When grades are given for any course of instruction taught at Palo Verde College, the grade given to students shall be the grade determined by the instructor of the course. The determination of the student's grade by the instructor in the absence of mistake*, fraud, bad faith, or incompetency, shall be final (California Education Code, Section 76224; Title 5, Section 55025).

Appeals to protest grades, or requests for grade changes, must be submitted by the student no later than one hundred eighty (180) calendar days after the grade has been issued.

All appeals to protest grades must include a one-page letter written by the student. The letter must outline, in detail, the reasons for the appeal and be submitted by the student to the Vice President of Instruction and Student Services with a Petition for grade change.

In addition to the Petition and letter, the student must attach a copy of the syllabus for the course in question and any assignments/documents that support the grade change petition.

The Petition, accompanying letter, and supporting documentation shall be evaluated by the instructor of record.

If the instructor determines the grade should be changed, he or she shall complete and sign a "Grade Change" form and submit it to the Admissions & Records Office within 30 calendar days of his or her receipt of the Petition in order to officially change a student's grade. All grade changes shall be reviewed and approved by the Vice President of Instruction and Student Services.

If the instructor determines the grade should not be changed, he or she shall write "Denied" on the Petition and return it to the Vice President of Instruction and Student Services within 30 calendar days of his or her receipt of the Petition.

Students may file only one (1) grade appeal petition per class.

In the event that an instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instruction and Student Services shall refer the petition to the appropriate Division chairperson or designee for review and action. The decision of the Division shall be final.

*(*For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.)*

REQUIRED GRADE POINT AVERAGE

To graduate from Palo Verde College, a student must achieve at least a "C" (2.0) grade point average (GPA) in all work attempted. The grade point average is computed by dividing all units attempted into all grade points received.

AUDITING COURSES

Auditing of courses is not permitted at Palo Verde College.

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ACADEMIC RENEWAL WITHOUT COURSE REPETITION

In order to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0. However, the College recognizes that students who have done poorly in the past can, and do, return to their studies with a determination to succeed. Title 5, Section 55046, Academic Renewal permits the alleviation of previously recorded substandard (D and F) academic performance that is not reflective of the student's present demonstrated academic ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

1. A student may petition to have up to 18 units of substandard coursework be annotated, and disregarded in the computation of the student's grade point average or requirements for a degree. Only the requested courses with substandard grades will be disregarded.
2. Twelve (12) months must have passed since attempting the coursework to be excluded.
3. Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts.
4. Evidence of academic ability since the requested substandard units in question shall include one of the following:
 - * 15 semester units with a minimum of 3.00 GPA
 - * 30 semester units with a minimum of 2.00 GPA
5. A student shall be granted academic renewal only once.
6. No alleviated coursework shall apply toward degree requirements.
7. The student must specify the course(s) to be considered under the academic renewal policy, as well as the term in which the coursework was attempted.
8. Some institutions do not honor academic renewal. It is the student's responsibility to ensure that the transfer institution will approve of academic renewal from Palo Verde College.
9. Coursework previously used to satisfy degree requirements are not eligible for academic renewal.

The Academic Renewal Form may be downloaded from the Admissions and Records webpage under Forms and submitted electronically.

ATTENDANCE

A student in a California public community college is expected to attend all sessions of each course. It is the student's responsibility to contact instructors regarding any absences.

The acceptance of an excuse for an absence other than illness, or official leave of absence, is at the discretion of the individual instructor. The acceptance of an excuse due to illness or strictly unavoidable circumstances may be excused if the cause is explained to the instructor. Any absence, excused or otherwise, does not relieve the student of the responsibility for completing the work of the course.

ATTENDANCE AT FIRST CLASS MEETING

Students who do not attend the first class meeting may be dropped as a "no show." Students should not, however, assume they will be dropped. It is the student's responsibility to officially withdraw from a course online through PVC Services. Refund and drop deadlines for courses can be found in the current Schedule of Classes on the college home page (www.paloverde.edu).

If a student is unable to attend the first class meeting, it is the student's responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

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ACADEMIC PROBATION

1. Once a student has attempted a total of 12 semester units, he or she shall be subject to academic probation if the student has earned a cumulative grade point average below 2.0.
2. Once placed on academic probation, the student has one (1) additional semester, meaning a total of two (2) semesters (Fall and/or Spring), in which to attain a cumulative grade point average of 2.0 or higher to be removed from academic probation.
3. A student on academic probation shall be subject to dismissal if his or her cumulative grade point average remains less than 2.0 through two (2) consecutive semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Instruction and Student Services. A separate appeal may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs with the appropriate program coordinator.

PROGRESS PROBATION

1. A student who has attempted at least a total of twelve (12) semester units shall be placed on progress probation when the percentage of all units for which entries of "W", "I", "NP" and "NC" are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.
2. A student on progress probation shall be removed from probation when the percentage of "W", "I", "NP" or "NC" units drops below fifty percent (50%).
3. A student on progress probation shall be subject to dismissal if his or her percentage of "W", "I", "NP" or "NC" units reaches or exceeds fifty percent (50%) after one (1) additional semester, for a total of two (2) consecutive semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Instruction and Student Services. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

"Warning" Loss of Prioritized Registration

New Student Success Act of 2012 (SB 1456)

You may no longer participate in prioritized registration if you advance to 2nd level probation. The State of California recently passed legislation requiring Palo Verde College to remove students from prioritized registration if they are on two or more consecutive semesters of probation.

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DISMISSAL

1. A student who is on academic probation shall be subject to dismissal if the student maintained a cumulative grade point average of less than 2.0 in all units attempted for two (2) consecutive semesters (Fall and/or Spring).
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units for which he or she has received entries of “W”, “I”, “NP” or “NC” for two (2) consecutive semesters reaches or exceeds fifty percent (50%) of the total number of units the student has attempted.
3. Students who have been dismissed pursuant to academic or progress standards may not apply for reinstatement until a minimum of one semester has elapsed since dismissal.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Instruction and Student Services. The petition and narrative must explain the circumstances associated with his or her previous academic performance. A separate appeal with the appropriate program coordinator may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs.

REINSTATEMENT

A student applying for reinstatement shall not be reinstated until a minimum of one semester (Fall or Spring) has elapsed since dismissal. A student applying for reinstatement must submit a Petition for Reinstatement to the Vice President of Instruction and Student Services. The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his or her academic and career goals. Prior to registration, a reinstated student must have Counselor approval of his or her educational program before they will be able to enroll online. A student who is reinstated shall have two (2) semesters to achieve satisfactory academic standing or be subject to dismissal again.

NOTIFICATION OF PROBATION OR DISMISSAL

The college shall make a reasonable effort to provide a student with notice of probation or dismissal at or near the beginning of the semester in which the probation will take effect. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, which includes monitoring of his or her academic program in order to facilitate successful progress. Each student shall also receive other support services to help him/her overcome any academic difficulties. It is recommended that prior to registration a student on probation meet with a Counselor for approval of his or her educational program to ensure continued eligibility.