



Administrative Procedure

Chapter 4 – Instructional Services

AP 4255 – ACADEMIC AND PROGRESS PAUSE AND RESTART

1. STANDARDS FOR ACADEMIC AND PROGRESS PAUSE

- a. A student who is on academic notice shall be subject to academic pause if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive primary semesters.
- b. A student who has been placed on progress notice shall be subject to progress pause if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive primary semesters reaches or exceeds fifty percent (50%).
- c. A student who is on academic notice and earns a semester grade point average of 2.0 or better shall not be placed on pause as long as this minimum semester grade point average is maintained.
- d. A student who is on progress notice and completes at least 50% of units attempted shall not be placed on pause as long as this minimum progress is maintained.

2. PAUSE LETTER

The letter notifying the student that he/she/they is subject to pause will cover, at a minimum, reference to this procedure, explanation of what pause means, notification of loss of California College Promise Grant (CCPG) waiver and enrollment priority, procedure for restart, and procedure to appeal the pause.

3. ACADEMIC OR PROGRESS PAUSE

Students placed on academic or progress pause shall be subject to the following:

- a. Students will have a registration hold placed on their record
- b. Students will lose eligibility for enrollment priority
- c. Students will lose eligibility for the California College Promise Grant (CCPG) waiver

4. RESTART AFTER PAUSE

- a. The student has the right to appeal an academic or progress pause action if the student feels that facts exist that warrant an academic or progress restart. Students must complete a Student Academic Contract with a counselor. Contracts will be reviewed by a counselor and if approved the registration hold will be lifted.
- b. If the restart is granted, the student will be continued on probation until they return to good standing.

Reference: Title 5 Sections 55033 and 55034

Also see AP 4250, Academic and Progress Pause

APPROVED: 4/18/26

This is a new procedure.