

Chapter 4 – Academic Affairs

AP 4255 Dismissal and Reinstatement Readmission

References: Title 5 Sections 55033 and 55034 55756

Note: *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

~~Notification of Dismissal:~~ At the end of the third consecutive semester on which the student is on academic or progress probation, a notice shall be sent to the student informing him/her that he/she is subject to dismissal.

Standards for Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on probation shall be subject to dismissal 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 semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent (50%).]

Dismissal

A student who is subject to dismissal will not be allowed to enroll in the subsequent primary term, unless the student is successful in appealing the dismissal.

Notification

The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedures, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal ~~A student who is to be dismissed may appeal the dismissal action by filing a petition with the Counseling Department~~ within [time limit] after the dismissal letter was mailed. If the student fails to file a written petition within the [time limit], the student waives all future rights to appeal the dismissal action. 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. Petitions will be reviewed by the Counseling Department.

The student will be continued on probation until the Counseling Department decides on the student's appeal.

The decision of the Counseling Department will be communicated to the student in writing by the Counseling Department. The Counseling Department will notify the student of its action with [time limit] of receipt of the student's appeal. The student may appeal the decision of the Counseling Department in writing to the President or designee within [time limit] working days of the date of notification of the decision of the Appeals Committee. The decision of the President or designee is final.

If the dismissal appeal is granted approved, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation. ~~shall be required to participate in a prescribed counseling intervention and complete a contract, which shall include the number of units in which he/she shall enroll.~~

~~The student shall remain on a probationary, appeal status and on contract until clearance of probation. Failure to comply with terms and conditions of contract may result in a subsequent dismissal.~~

Note: *The following standards are not legally required, but are **suggested as good practice.***

Fall Dismissals

Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than [month] informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be re-evaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals

Appeals for students subject to dismissal as a result of the Fall grades must be filed following notification during the Spring semester. The following conditions apply:

- Students who are enrolled in the Spring semester will not be required to file an appeal, but will be allowed to continue on probation and have their dismissal status re-evaluated at the end of the Spring semester.
- Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Reinstatement**Re-admission After Dismissal**

A student desiring to re-enroll after dismissal must file a petition for reinstatement with the Counseling Department. This may only be requested after the student has been dismissed for a minimum of one primary term.

In considering whether or not students may be re-admitted after a dismissal, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA, as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

The reinstated student shall be required to participate in a prescribed counseling intervention and complete a contract for reinstatement, which shall include the number of units in which he/she shall enroll.

A reinstated student shall remain on a probationary, reinstated status until clearance of probation. A reinstated student shall also remain on contract until clearance of probation. Failure to comply with terms and conditions of reinstatement contract may result in a subsequent dismissal.