

## Chapter 4 – Academic Affairs

### AP 4255 Dismissal and Reinstatement

#### References:

Title 5 Sections 55033 and 55034

#### 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 2.0 in all units attempted in each of three consecutive semesters. A student who has been placed on progress 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 reaches or exceeds fifty percent (50%).

#### Dismissal

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

#### Notification

Notification to 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 within four weeks after the dismissal notification. If the student fails to file a petition by the stated deadline, 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 Dismissal Appeals Committee.

The decision of the Counseling Department Dismissal Appeals Committee will be communicated to the student in writing. The Counseling Department Dismissal Appeals Committee will notify the student of its action within one week of stated deadline. The student may appeal the decision of the Counseling Department Dismissal Appeals Committee in writing to the President or designee within 10 business days of the date of notification of the decision of the Appeals Committee. The decision of the President or designee is final.

## 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 After Dismissal

A student desiring to re-enroll after dismissal must file a petition for reinstatement with the Counseling Department Dismissal Appeals Committee. This may only be requested after the student has been dismissed for a minimum of two consecutive semesters.

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

- Documented extenuating circumstances
- Marked improvement between the semesters on which dismissal was based.
- Semesters on which dismissal was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which dismissal 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. The contract will reflect the maximum number of units permitted based on the aforementioned criteria and assessment of the counselor.

A reinstated student shall remain on a conditional, reinstated status until he/she returns to good standing. A reinstated student shall also remain on contract until he/she returns to good standing. Failure to comply with terms and conditions of reinstatement contract may result in a subsequent dismissal.

Reviewed: November 26, 2013

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Revised: January 14, 2015

Reviewed: August 17, 2016