



Reference: *Title 5 Sections 55033 and 55034*

### Standards for Dismissal

For purposes of this procedure, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

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 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 33 percent.

### Dismissal Notification

The "subject-to-dismissal" notification to the student will cover, at a minimum, reference to this procedure, an explanation of what dismissal means, the procedure for reinstatement, and the procedure to appeal the dismissal.

### Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student thinks facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with the college Chief Student Services Officer (CSSO) within thirty (30) days after the dismissal notification was sent. If the student fails to file a written petition within the thirty (30) days, 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 college CSSO.

The student will be continued on probation until the college CSSO decides on the student's appeal.

The decision of the college CSSO will be communicated to the student in writing within ten (10) days of receipt of the student's appeal.

The student may appeal the decision of the college CSSO in writing to the College President in accordance with Administrative Procedure 5530, Student Rights and Grievances.

If the dismissal appeal is granted, 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.

### Fall Dismissals

Due to the fact that students traditionally enroll in Spring classes before Fall grades are available, special circumstances exist for dismissals after the Fall semester. Dismissal notifications will be sent no later than February informing students that:

- If students are enrolled in the Spring semester, they will be permitted to continue on probation. However, they will not be allowed to register for additional classes.
- Dismissal status will be reevaluated at the end of the Spring semester.
- If students 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 reevaluated 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 and Readmission

In consideration of whether to grant or deny an appeal for dismissal, the CSSO may consider the following criteria:

- The student accepts a prescribed intervention, such as enrolling in a corrective program designed to assist him/her in improving academic skills, obtaining academic counseling, and/or limiting course load.
- Documented extenuating circumstances (considered during appeal).
- 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.

## Re-Admission after Dismissal

In considering whether or not students may be re-admitted after a dismissal and two semesters absence, 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.

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