

AP 4255 DISQUALIFICATION AND DISMISSAL

References:

Title 5 Sections 55033 and 55034

HOLD this document for further review

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

Standards for Academic and/or Progress 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 Progress Dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" and WE are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal Letter

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

Appeal of Academic and/or Progress 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 to the Admissions and Records Office. 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 Admissions and Records.

The student will be continued on probation until the Admissions and Records decides on the student's appeal.

The decision of the Admissions and Records Office will be communicated to the student in writing by Admissions and Records Administrator. The student may appeal the

decision of the Admissions and Records Administrator in writing to the Chief Student Services Officer. The decision of the Chief Student Services Officer is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester.

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:

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- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated 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:

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- 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

Dismissal appeals may be granted under the following circumstances:

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- 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.
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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:

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- 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.
- ❖ **From current CLPCCD Administrative Rules and Procedures 5215 titled Readmission (Based on Academic Status)**

Students who have been dismissed from Chabot or Las Positas College may apply for readmission after one semester of non-attendance. Students so applying may be readmitted upon the approval of the Vice President of Student Services or designee of Chabot or Las Positas College.

Students readmitted after dismissal from Chabot or Las Positas College may be subject to regulation of their classes and number of units attempted.

Students readmitted who are subsequently dismissed a second time shall be dismissed from the College and will not be eligible for readmission until after five (5) years of non-attendance.

In extreme cases in which dismissal resulted from extenuating circumstances, students ineligible for admission under the above regulations may appeal to the Vice President of Student Services or designee for special consideration and may be readmitted upon approval of their petition. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible.

The Vice President of Student Services, with the approval of the President or designee, may reduce or eliminate the waiting period described above due to extenuating circumstances. Any student admitted via this method must submit to a controlled academic program under the immediate supervision of a counselor.

❖ **From current CLPCCD Administrative Rules and Procedures 5223 titled Readmission (Based on Academic Progress)**

Students who have been dismissed from Chabot or Las Positas College because of unacceptable progress may apply for readmission after one semester of nonattendance.

Students so applying may be readmitted upon the approval of the Vice President of Student Services or designee.

Students readmitted who have a cumulative progress ratio of less than fifty percent (50%) after completion of the semester immediately following readmission shall be placed on progress probation. If after another semester they still have poor cumulative progress, then they shall be dismissed and shall not be eligible for readmission until after five (5) years of non-attendance.

The Vice President of Student Services or designee may reduce or eliminate the waiting period described above due to extenuating circumstances. Any student admitted via this method must submit to a controlled academic program under the immediate supervision of a counselor.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from current CLPCCD Administrative Rules and Procedures 5215 titled Readmission (Based on Academic Status) issued on March 19, 1996 and current CLPCCD Administrative Rules and Procedures 5223 titled Readmission (Based on Academic Progress) issued on March 19, 1996. The **violet ink** was added by FA on November 12, 2013. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

Date Approved:

(This new procedure replaces current Administrative Rules and Procedures 5215 and 5223)

Legal Citations for AP 4255

Title 5 Sections 55033 and 55034

5 CCR § 55033

Cal. Admin. Code tit. 5, § 55033

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 3. PROBATION AND DISMISSAL

§ 55033. Standards for Dismissal.

For purposes of this section, semesters or quarters 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) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) 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," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

5 CCR § 55034

Cal. Admin. Code tit. 5, § 55034

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§ 55034. Notification of Probation and Dismissal.

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.