

AP 4255 DISMISSAL AND READMISSION

References:

Title 5 Sections 55033 and 55034

Standards for Academic Dismissal

A student who has been placed on academic probation shall be subject to academic dismissal if the student has less than a cumulative grade point average of ~~1.75~~ 2.0 in all units attempted in ~~three~~ two consecutive ~~semesters~~ terms (including Fall semesters, Spring semesters and summer sessions). For purposes of this section, semesters terms 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 term pattern rather than the calendar pattern. For example, the semesters of a student enrolled Fall, not Spring but again in Fall are considered to be consecutive.

(Jon's Note to ASC: I borrowed the language above from SRJC. The word "consecutive" is in the law, but it is misleading because a GPA is a mathematical calculation and it really doesn't matter how the semesters are timed because we are calculating the average of all grades.

Standards for Progress Dismissal

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" are recorded in at least three consecutive ~~semesters~~ terms reaches or exceeds 50 percent (including summer sessions). ~~(Note: posted version shows "at least" crossed out. Please confirm that language should be struck)~~ *(Jon's Note to ASC: I looked at other colleges and everyone uses the three semester threshold for Progress Probation. We can make two semesters for academic and three semesters for progress work)*

Dismissal Letter

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

Readmission Procedures

1. A student who has been dismissed and did not attend College of Marin for one Semester, may request readmission by submitting a petition to Enrollment Services that demonstrates that a minimum of one semester of non-attendance has passed
2. A student who has been dismissed and wants to continue at College of Marin the following semester may submit a petition to Enrollment Services only under the following conditions

- a. Documented extenuating circumstances
- b. Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal or course work from another acceptable accredited college or university after the term that placed the student on dismissal status

Procedures for Filing the Petition To Return After Dismissal

A student must file a Petition to Return After Dismissal with the Office of Enrollment and Records Services within two weeks of the start of the fall and spring semester and within one week of the start of a summer session. As a condition to return, the student must meet with a counselor to complete a Student Educational Plan with no more than 12 units requested for that entire fall or spring semester. For the summer session, students may request one class regardless of the unit value or multiple classes not to exceed 4 units. A copy of the Student Educational Plan and all supporting documents must accompany the Petition to Return After Dismissal.

Standards for Evaluating the Petition To Return After Dismissal

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

- Verified evidence that the student did not attend the following semester or summer session after receiving the dismissal notification
- Documented extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- ~~Marked improvement following the semesters on which dismissal was based.~~
- ~~Semesters on which dismissal action 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
- GPA calculation error
- Evidence that the posting of final grades was in error which contributed to the academic and/or progress dismissal action

Within 10 working days from the date the petition was submitted to ~~Admissions and Records~~ Enrollment Services for review, the student will be notified in writing by email of the decision.

- If the Petition To Return After Dismissal is approved, the student will be notified of the terms and the condition of the petition and allowed to continue on academic and/or progress probation for an additional semester. At the end of that semester, the student's academic record will be evaluated to determine whether the student may be removed from academic and/or progress probation, should be dismissed, or should continue on academic and/or progress probation.
- If the Petition To Return After Dismissal is denied, the student will receive letter of the decision and procedures to appeal the decision.

Appeal of Dismissal

The student has the right to appeal an academic and/or progress dismissal action, if the student can provide evidence that warrants a review of the dismissal action. The student may appeal this decision by making an appointment with the College Petition Committee within five working days of the postmark date of the notice of the denied petition.

- If the student fails to make the appointment within the specified time, the student waives all future rights to appeal the dismissal action for that term.
- If the student makes an appointment, the student will continue on academic and/or progress dismissal until the student meets with the College Petitions Committee. A decision to either uphold the original dismissal decision or approve the appeal will be made at the conclusion of the meeting. ~~The decision of the College Petitions Committee is final.~~

The College Petitions Committee convenes to hear student appeals only when classes are in session during the Fall and Spring semesters. Enrollment limits may not be appealed beyond the College Petitions Committee.

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 must 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.~~
- Where there is evidence of significant improvement in academic achievement.

Office of Primary Responsibility: Office of Student Learning

Date Approved: May 18, 2010
(Replaces portions of College of Marin Procedure 4.0003 DP.10)

Language in orange, purple, yellow, gray and pink is recommended by ASC. Language in blue is recommended by Jon.

CCLC TEMPLATE LANGUAGE FOR REFERENCE

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

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.]

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 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 **[[identify where petition is filed]** 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 **[identify who reviews petitions]**.

The student will be continued on probation until the **[designate authority]** decides on the student's appeal.

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

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.

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 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:

- 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:

- 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.

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.

Revised 8/06, 2/08, 10/13