

DISMISSAL AND READMISSION

*Reference: Education Code Section 70902 (b) (3);
Title 5 Sections 55030 - 55034*

Standards for Dismissal

1. Academic 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 or the most two recent consecutive semesters.
2. Progress Dismissal - A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in the subsequent semester of recorded grades of A, B, C, D, Cr, and P on the student's college transcript falls below 60%.

Dismissal Letter

The letter will reference this procedure, explanation of what dismissal means, procedure for reinstatement, procedure to appeal the dismissal and established deadlines.

At the end of the semester that a student attains dismissal status, the college will notify the student within three (3) weeks of grades being posted. Special circumstances may exist after fall semester subject to the college calendar.

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 to the Dean of the School of Counseling and Personal Development within established deadlines. If the student fails to file a written petition within this time frame, 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 School of Counseling and Personal Development.

The results of the appeal will be communicated to the student in writing by the Dean of the School of Counseling and Personal Development within ten business days of receipt of the student's appeal. The student may appeal the decision of the Dean of the School of Counseling and Personal Development by submitting a written statement of new evidence /information to the Vice-President of Student Affairs, within ten (10) business days of the date of notification of the decision of the Dean of the School of Counseling and Personal Development. The decision of the Vice-President of Student Affairs is final.

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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 shall be removed from probation, be dismissed, or continue on probation.

Re-Admission after Dismissal

Students may be re-admitted after a dismissal after two semesters of absence. A letter must be submitted of not more than two (2) pages to the Dean of the School of Counseling and Personal Development addressing the following:

- 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/informal education and/or work 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.
- Current educational and career goals.
- Strategies you will incorporate to increase your educational/academic success.