AP 4255 DISMISSAL

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 in all units attempted in three consecutive semesters (not including summer).

Standards for Progress Dismissal
A student who has been 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 reaches or exceeds 50 percent (not including summer).

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.

Procedures for Filing the Petition To Return After Dismissal
A student must file a Petition to Return After Dismissal with the Office of Admissions and Records 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:

- Documented extenuating circumstances.
- 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 for review, the student will be notified in writing 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 notification 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.

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 coursed 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)