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 earned a cumulative grade point average of less than 1.75 in all units attempted in each of 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 for Reinstatement To Return After Dismissal
A student must file a petition for reinstatement To Return After Dismissal with the Office of Admissions and Records prior to the start of a regular semester or summer session within two weeks of the start of the fall and spring term semester and within one week of the start of a summer term session. As a condition of reinstatement to return, the student must meet with an academic counselor to review and update the 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 revised Student Educational Plan and all supporting documents must accompany the Petition for Reinstatement to Return After Dismissal.

Standards for Evaluating the Petition To Reinstatement Returning After Dismissal

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

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between following the semesters on which disqualification dismissal was based.
- Semesters on which disqualification dismissal action was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification 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 be sent a letter notifying the student 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 believes that facts exist can provide evidence that warrants an exception to a review of the dismissal action. The student may appeal this decision by making an appointment with the College Petition Committee Example: The student can provide evidence that the calculation in determining the academic and/or progress dismissal action was in error, or the student can provide evidence that the posting of final grades was in error which contributed to the academic and/or progress dismissal action. The student must file a petition of appeal at the and submit it to the Office of Admissions and Records in a timely manner after the dismissal letter was mailed and as specified on the petition, but no later than the start of the
following semester within five working days two weeks of the postmark date of the notice of the denied petition dismissal.

- If the student fails to make the appointment file a written petition within the specified time, the student waives all future rights to appeal the dismissal action for that term. It is the student’s responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted the notice of dismissal should be resended and to provide evidence supporting the reasons. Petitions will be reviewed by and adjudicated by the Dean of Enrollment Management.

- If the student makes an appointment, the student will be continued on academic and/or progress dismissal probation 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 Dean of Enrollment Management has adjudicated the appeal of dismissal. The decision of the Superintendent/President or designee College Petitions Committee is final.

Admissions and Records The Dean of Enrollment Management will communicate his/her decision to the student in writing in a timely manner, as specified on the petition. If the dismissal action is upheld by the Dean of Enrollment Management the student may appeal the decision in writing to the Superintendent/President or designee College Petitions Committee within 10 working days of the date of notification of the decision of Admissions and Records the Dean of Enrollment Management. The decision of the Superintendent/President or designee 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 course load.

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

From current College of Marin Procedure 4.0003 DP.10 titled Academic Standards (From Pages 14-15)

Standards for Dismissal Title V. 55756 Academic: A student who has less than a cumulative GPA of 1.75 in three consecutive semesters (not including summer) will be dismissed. A student who does not have at least a 2.0 semester GPA during a semester of probation will be dismissed.
Progress: A student who has 50 percent or more NPG in three consecutive semesters (not including summer) will be dismissed. A student who has a 50 percent or more semester NPG during a semester of probation will be dismissed.

Readmission after Dismissal Title V. 55756
In order to be considered for readmission, dismissed students must:

a. File a Petition to Return not later than the second week of the semester (forms available in the Office of Admissions and Records). Students who fail to petition by this time or fail to show for their appointments will be denied and dropped from their classes.

b. Students seeking re-admission must meet with a counselor and complete or update a Student Educational Plan (SEP) and submit it with their Petition to Return to the Academic Standards Committee.

c. Students seeking readmission may be required to make an appointment with the Academic Standards Committee and, if approved, will be admitted on probation.

d. Readmitted students may not be enrolled in more than 12 units for the entire semester. Students may be limited to fewer units and other restrictions may also be imposed. Enrollment limits may not be appealed beyond the Academic Standards Committee.

e. Students who are readmitted must maintain at least a “C” grade at midterm or they will be dropped from the class. Within 5 days of notification, students who are dropped but wish to stay enrolled may provide the Academic Standards Committee with a letter from the instructor verifying that the student is likely to succeed in the class.

f. Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services.

Appeal of Academic Standards Decision
A student has the right to appeal a denied petition due to extraordinary circumstances or to provide additional information. The appeal is made to the College’s Academic Standards Committee.

Within 7 days of receipt of a denial a student must make an appointment with the Academic Standards Committee to provide evidence showing why the petition should not be denied. If the petition is not approved by the Academic Standards Committee, the student may appeal in writing to the Academic Senate within 5 days of the receipt of the denial (exception is Board Policy and State Law). The Academic Senate will make a decision in consultation with the Dean of Enrollment Services.

NOTE: The red type signifies legally required language (except where noted otherwise) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black
ink is from current College of Marin Procedure 4.0003 DP.10 titled Academic Standards approved on 2/8/05. The language in green ink reflects revisions from VP Martinez and the Deans. The language in purple ink reflects revisions from ASC.

Date Approved:  
(Replaces portions of current College of Marin Procedure 4.0003 DP.10)
§ 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.


5 CCR § 55034
Cal. Admin. Code tit. 5, § 55034

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

§ 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.