AP4255 ACADEMIC NOTICE, DISMISSAL AND READMISSION

References:
Title 5 Sections 55031-55034

Standards for Dismissal
A student who is on Academic or Progress Notice shall be subject to dismissal according to BP 4250 Academic Notice, Dismissal, and Readmission.

Notification of Dismissal
A certified letter to the student’s home address and college email address, accessed through the student portal, that he/she is subject to dismissal will cover the criteria outlined in BP 4250 Academic Notice, Dismissal, and Readmission, an explanation of what dismissal means, and the procedures for readmission and appeal.

Appeal of Dismissal
The student has the right to appeal a proposed dismissal action if the student feels that extenuating circumstances exist that warrant an exception to the dismissal action. The student must file the written Petition for Readmission with the Chief Student Services Officer or designee within ten working days after the dismissal email was sent. If the student fails to file a written petition within ten working days the student is subject to dismissal. 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 Chief Student Services Officer or designee.

The appeal decision of the Chief Student Services Officer or designee will be communicated to the student in writing by the Chief Student Services Officer or designee. The Chief Student Services Officer or designee will notify the student of his/her decision within five working days of receipt of the student’s appeal. The student may appeal the decision of the Chief Student Services Officer or designee in writing to the Superintendent/President or designee, within five working days of the date of notification of the decision of the Chief Student Services Officer or designee. The decision of the Superintendent/President or designee is final.

If the dismissal appeal is granted, the student will be allowed to enroll for the subsequent semester. After grades are posted from the subsequent semester, the student’s academic record will again be evaluated to determine whether the student may be removed from Academic Notice, should be dismissed, or should be allowed to enroll based on Dismissal Exception.
Standards for Evaluating Appeals
Dis dismissal appeals may be granted under one of the following circumstances:

- 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.
- The student completes a student success improvement activity.
- There is evidence of significant improvement in academic achievement.
- 15 units at Dean's Discretion.

Dismissal Exception Policy

When a student who is on Academic Notice or Dismissal completes three (3) or more units and earns a GPA of 2.0 or higher for the current semester (for purposes of this exception, "Pass" is calculated as a "C" grade for the current semester only), the student will be automatically permitted to re-enroll for each additional semester in which he/she satisfies the exception criteria or until the student returns to academic good standing. During the exception period, the student will retain academic dismissal exception status and may be subject to unit, course, and/or other conditions deemed appropriate by the Office of the Dean, Educational Programs-Student Support Services.

Returning to Good Standing

(a) A student on academic notice for a grade point deficiency shall be removed from notice when the student's accumulated grade point average is 2.0 or higher. (b) A student on Progress Notice because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from academic notice when the percentage of units in this category drops below fifty percent (50%). (c) The governing board of a district shall adopt and publish procedures and conditions for notice and appeal of notice and request for removal from notice. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:(1) A district may establish, as a minimum grade point average for removal from Academic Notice, a grade point average greater than 2.0; 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%) for removal from academic notice Cal. Code Regs. tit. 5 § 55032.

Readmission after Dismissal for a Semester

If a student does not appeal or if their appeal is denied, a student who has been dismissed for a semester may request readmission by resubmitting an Admissions Application, and the student may also be required to complete a student success improvement activity.