



AP 4255 DISMISSAL AND READMISSION

References:

Title 5 Sections 55033 and 55034

Standards for Dismissal

A student who is on academic or progress probation shall be subject to dismissal according to BP 4250 Probation, Dismissal, and Readmission.

Notification of Dismissal

A notice to the student's college email address, accessed through the student portal, that he/she is subject to dismissal will cover the criteria outlined in BP 4250 Probation, Dismissal, and Readmission, an explanation of what dismissal means, 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 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 Chief Student Services Officer or designee.

The student will continue on probation until the Chief Student Services Officer or designee decides on the student's appeal.

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 an additional semester. After grades are posted from 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 allowed to enroll based on Dismissal Exception.



Standards for Evaluating Appeals

Dismissal appeals may be granted under 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. Verification of extenuating circumstances and documentation should be submitted with the appeal.
- The student completes a student success improvement activity.
- There is evidence of significant improvement in academic achievement.

Readmission after Dismissal for a Semester

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.

Date Approved: September 19, 2014