

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4255 Disqualification and Return

References: Title 5 Sections 55033 and 55034

Standards for Disqualification:

A student who is on academic notice shall be subject to disqualification if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in at least three consecutive semesters.

A student who has been placed on progress notice shall be subject to disqualification 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 fifty percent. Summer session is not counted as it is considered a session and not a semester.

Disqualification Communication: The email notifying the student that they are subject to disqualification will cover, at a minimum, reference to this procedure, explanation of what disqualification means, and the procedure to appeal the disqualification.

Appeal of Disqualification: The student has the right to appeal a proposed disqualification action if the student feels that facts exist that warrant an exception to the disqualification action. The student must file a Disqualification Appeal by the deadline date outlined on the disqualification letter in order to register for the following semester.

Disqualification Appeal form-narrative of their situation and reason for making the appeal. Valid reasons for appeal are the following:

- Extenuating circumstances such as cases of illness, accident, or circumstances beyond the control of the student
- Student is making significant academic improvement by completing their last semester with a 2.0 or above GPA and more than fifty percent of their semester coursework. (Students on progress disqualification who have successfully passed all courses attempted with a semester GPA above a 2.0, will be automatically approved for return)
- Student has a verified disability and applied before the deadline, but did not receive an accommodation in a timely manner. Education Plan Verification by the DSPS Counselor must be attached)
- Student has not enrolled at Hartnell for one semester (fall or spring) since being disqualified

Disqualification Appeal forms will be reviewed by a Hartnell College designee. The student will continue on disqualification until the college decides on the student's appeal and will not be able to register until an approved decision has been made. Students on disqualification status may be limited to the number of units they may enroll.

The decision will be communicated to the student in writing within 5-7 working days of the established deadline date for submission of the Disqualification Appeal form. The student may appeal the decision in writing to the Vice President of Student Success and Teaching Excellence, within 5-7 working days of the date of notification of the decision. The decision of the Vice President of Student Success and Teaching Excellence is final.

If the disqualification appeal is granted, the student will continue on Academic Notice for an additional semester. If the student has been away from Hartnell College for more than one year, they must complete a new CCCApply application for readmission to the college. Students must complete a progress check in with the Student Success Specialist every semester until good standing is achieved.

Standards for Evaluating Appeals:

Disqualification appeals may be granted under the following circumstances:

- Extenuating circumstances which are cases of illness, accident or circumstances beyond the control of the student
- Student is making significant academic improvement by completing their last semester with a 2.0 or above GPA and completing more than fifty percent of their semester coursework. Students on Progress Disqualification who have successfully passed all courses attempted (GPA 2.0 or above) will be automatically approved to continue
- Student has a verified disability and applied before the deadline but did not receive an accommodation in a timely manner. (Education Plan verification from the DSPS Counselor must be attached)
- Student has not enrolled at Hartnell for one semester (fall/spring) since being disqualified
- The student enrolls in a support program designed to assist them in improving academic skills, such as obtaining academic counseling, limiting course load, and/or completing an academic support course.

Return after Disqualification:

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

- Extenuating circumstances (considered during appeal)
- Student is making significant academic improvement by completing their last semester with a 2.0 or above GPA and completing more than fifty percent of their semester coursework
- Formal or informal educational 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

Students who were granted admission through the disqualification appeals process, but did not maintain satisfactory academic progress upon their return, will be disqualified for one academic semester (fall or spring) or limited to the number of units that can be taken.

See BP 4250

Approved by the Superintendent/President: December 8, 2015

Rev: June 4, 2024