HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4255  Dismissal and Readmission

References:  Title 5 Sections 55033 and 55034

Standards for Dismissal:
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in at least three consecutive semesters.

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,” “NC,” and “NP” are recorded in at least three consecutive semesters reaches or exceeds fifty (50%) percent.

Dismissal Letter:  The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal
The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrants an exception to the dismissal action.  The student must file a Petition for Academic/Progress Reinstatement to the Counseling Department by the deadline date outlined on the dismissal letter.  If the student fails to file a written petition by the established deadline, the student waives all future rights to appeal the dismissal action.

Petitions will be reviewed by the College’s Academic Standards Committee.  Students on dismissal status may be limited to the number of units they may enroll.  Students must indicate on the Petition for Academic/Progress Reinstatement a typed narrative of their situation and reason for making the petition.  Valid reasons for appeal are the following:

- Extenuating circumstances which are verified cases of illness, accident or circumstances beyond the control of the student.  (Examples of documentation are doctor’s notes, accident report, etc.)
- Student is making significant academic improvement by completing their last semester with a 2.00+ GPA and completed more than 50% of their semester coursework.
- Student has a verified disability and applied before the deadline, but did not receive an accommodation in a timely manner.  (Verification of disability from the DSPS office must be attached)
- Student has not enrolled at Hartnell for two consecutive semesters (fall/spring) since being dismissed.
The student will be continued on probation until the Academic Standards Committee decides on the student's appeal and will not be able to register until an approval decision has been made by the Academic Standards Committee.

The decision of the Academic Standards Committee will be communicated to the student in writing. The student will be notified of the Committee's decision within 5-7 working days of established deadline date for submission of Request for Readmission petitions. The student may appeal the decision of the Academic Standards Committee in writing to the Vice President of Student Affairs, within 5-7 working days of the date of notification of the decision of the Academic Standards Committee. The decision of the Vice President of Student Affairs is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. Students must continue through the appeal process every semester until good standing is achieved.

**Procedure for Fall Dismissals:** Special circumstances exist for dismissals after the fall semester due to the fact that students traditionally begin spring classes before receiving notification of dismissal. Dismissal letters will be sent no later than thirty days from the end of the term informing students that:

- If the student is enrolled in the spring semester prior to receiving the written dismissal notification, the student will be permitted to continue on probation. Dismissal status will be reevaluated and applied at the end of the spring semester.
- If the student is not enrolled in the spring semester, the student has the right to appeal the dismissal in accordance with the appeal process.

**Standards for Evaluating Appeals:** Dismissal appeals may be granted under the following circumstances:

- Extenuating circumstances which are verified cases of illness, accident or circumstances beyond the control of the student. (Examples of documentation are doctor’s notes, accident report, etc.)
- Student is making significant academic improvement by completing their last semester with a 2.00+ GPA and completed more than 50% of their semester coursework.
- Student has a verified disability and applied before the deadline for but did not receive an accommodation in a timely manner. (Verification of disability from the DSPS office must be attached)
- Student has not enrolled at Hartnell for two consecutive semesters (fall/spring) since being dismissed.
- The student enrolls in a directed support program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load, completing an academic support course, attending an educational planning workshop as outlined by the dismissal notification letter.
Re-Admission after Dismissal: In considering whether or not students may be re-admitted after a dismissal and one year absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Student is making significant academic improvement by completing their last semester with a 2.00+ GPA and completed more than 50% 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 appeals process, but did not maintain satisfactory academic progress upon their return, will be dismissed for one academic year (fall/spring).

Approved by the Superintendent/President: 12/8/15

See BP 4250