

Academic Affairs

1 AP 4255 DISMISSAL AND READMISSION

2 References:

3 Title 5, Sections 55033 and 55034

4 Standards for Dismissal

5 A student who is on academic probation shall be subject to dismissal if the student has
6 earned a cumulative grade point average of less than 2.0 in all units attempted in each of
7 three consecutive semesters. A student who has been placed on progress probation shall
8 be subject to dismissal if the percentage of units in which the student has been enrolled
9 for which entries of "W," "I," and "NP" are recorded in at least three consecutive semesters
10 reaches or exceeds 50 percent. After the end of the third semester in which the student
11 is on academic or progress probation, a notice of dismissal will be sent to the student.

12 Notice of Dismissal: The notice of dismissal will cover, at a minimum, an explanation of
13 what dismissal means, the procedure to appeal the dismissal, and the procedure for
14 readmission.

15 Appeal of Dismissal: The student has the right to appeal a proposed dismissal action if
16 the student feels that facts exist that warrant an exception to the dismissal action. The
17 student must file the written petition of appeal in the Office of Admissions and Records
18 within 30 days after the dismissal notice was sent. If the student fails to file a written
19 petition within the 30 days, the student waives all future rights to appeal the dismissal. It
20 is the student's responsibility to indicate on the petition a clear statement of the grounds
21 on which continued enrollment should be granted and to provide evidence supporting the
22 reasons. Petitions will be reviewed by the Academic Records and Standards Committee.

23 The student will remain on probation until the Academic Records and Standards
24 Committee decides on the student's appeal.

25 The decision of the Academic Records and Standards Committee will be communicated
26 to the student in writing and is final.

27 If the dismissal appeal is granted, the student will remain on probation for an additional
28 semester. At the end of the additional semester, the student's academic record will again
29 be evaluated to determine whether the student may be removed from probation, should
30 be dismissed, or should remain on probation.

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

33 • If the dismissal determination is based on the academic record for one semester
34 in which the record does not reflect the student's usual level of performance due

35 to accident, illness, or other circumstances beyond the control of the student.
36 Verification should be submitted with the appeal.
37 • The student enrolls in a corrective program designed to assist him/her in improving
38 academic skills, such as obtaining academic counseling, or limiting course load.
39 • There is evidence of significant improvement in academic achievement.

40 **Readmission after Dismissal:** In considering whether or not students may be readmitted
41 after a dismissal and at least one semester's absence from Cerritos College, the following
42 criteria should be considered:

43 • Documented extenuating circumstances (considered during appeal).
44 • Marked improvement between the semesters on which disqualification was based.
45 • Semesters on which disqualification was based were atypical of past academic
46 performance.
47 • Formal or informal educational experiences since completion of semesters on
48 which disqualification was based.
49 • Improved GPA as a result of grade changes, fulfillment of incomplete courses, or
50 academic renewal.

51 Office of Primary Responsibility: Vice President, Academic Affairs

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