

Academic Affairs

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 2.0 in all units attempted in each of 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," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent. After the end of the third semester in which the student is on academic or progress probation, a notice of dismissal will be sent to the student.

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

Appeal of Dismissal: The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal in the Office of Admissions and Records within 30 days after the dismissal notice was sent. If the student fails to file a written petition within the 30 days, the student waives all future rights to appeal the 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 Academic Records and Standards Committee.

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

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

If the dismissal appeal is granted, the student will remain on probation for an additional semester. At the end of 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 remain on probation.

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

- If 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 should be submitted with the appeal.

- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, or limiting course load.
- There is evidence of significant improvement in academic achievement.

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

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- 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.

Office of Primary Responsibility: Vice President, Academic Affairs

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