

Academic Affairs

1 **AP 4255 DISMISSAL AND READMISSION**

2 **References:**

3 Title 5, Sections 55033 and 55034

4 After the end of the third semester in which the student is on academic or progress
5 probation, a notice of dismissal will be sent to the student.

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

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

17 The student will be continued on probation until the Academic Records and Standards
18 Committee decides on the student's appeal.

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

21 If the dismissal appeal is granted, the student will be continued on probation for an
22 additional semester. At the end of the additional semester, the student's academic record
23 will again be evaluated to determine whether the student may be removed from probation,
24 should be dismissed, or should be continued on probation.

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

- 27 • If the dismissal determination is based on the academic record for one semester
28 in which the record does not reflect the student's usual level of performance due
29 to accident, illness, or other circumstances beyond the control of the student.
30 Verification should be submitted with the appeal.

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

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

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

46 Office of Primary Responsibility: Vice President, Academic Affairs

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