



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Dismissal and Readmission
Code	AP 4255
Status	Active
Legal	Title 5, Sections 55033 and 55034
Last Reviewed	October 28, 2020
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Origin	Vice President, Academic Affairs

### **Definition**

**Academic Dismissal:** A student who is on academic probation shall be subject to academic 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.

**Progress Dismissal:** A student who has been placed on probation shall be subject to progress dismissal if the student has failed to complete 50% of the cumulative units attempted satisfactorily for three consecutive semesters ("F", "FW", "W", "I", "NC", and "NP").

### **Actions**

1. A student who is dismissed will receive a "registration hold" that blocks all registration activity. A student who is dismissed will have the notation "Academic Dismissal" and/or "Progress Dismissal" on their transcript. The notation(s) will be carried forward until conditions are met for removal from dismissal.
2. A dismissal letter will be mailed to students on academic or progress dismissal notifying them of their status. The letter shall include the reference to this procedure, what dismissal means and the significance of the dismissal, procedure for reinstatement, and procedure to appeal the dismissal.
3. A student on academic or progress dismissal will be required to meet with a COS academic counselor prior to registration. At that meeting, the student and counselor will complete the form "Petition for Academic Reinstatement After Dismissal." If the student is approved for reinstatement by the academic counselor they must:
  - Complete a "Petition for Academic Reinstatement After Dismissal" with an academic counselor each semester until their cumulative GPA is at least 2.0 and they have completed at least 50% of the cumulative units in which they are enrolled.
  - Student will update their educational plan with student's academic counselor.
  - Student will follow up on any recommendations given by the approving academic counselor.

## **Removal of Dismissal**

A student who attains a cumulative grade point average of 2.0 or above will be removed from academic dismissal.

A student who successfully completes 50% of the cumulative units enrolled will be removed from progress dismissal.

The "registration hold" will be removed when the dismissal status is removed.

### Appeal of Dismissal

The student has the right to appeal a 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 to the Counseling Services Office within 10 days after the dismissal letter was mailed. If the student fails to file a written petition within 10 days, the student waives all future rights to appeal the dismissal action. 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 Standards Committee.

The student will continue on probation status until the Academic Standards Committee decides on the student's appeal.

The decision of the Academic Standards Committee will be communicated to the student in writing by the Academic Standards Committee. The Academic Standards Committee will notify the student of their action within 10 days of receipt of the student's appeal. The student may appeal the decision of the Academic Standards Committee in writing to the Superintendent/President within 10 working days of the date of notification. The decision of the Superintendent/President is final.

If the dismissal appeal is granted, the student will be continued 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 be continued on probation.

To be considered for re-admission after dismissal, a student must complete the "Petition for Academic Reinstatement After Dismissal" form, and have a COS academic counselor approval.

Approved students will be allowed to register in no more than 12 units for the reinstated semester. Students who do not meet re-instatement criteria may need to wait up to one year to petition to reinstate and re-apply.

### General

1. For the purposes of this procedure, summer is considered to be a semester.
2. Financial aid satisfactory academic progress policy is separate from this procedure.
3. CCPG satisfactory progress policy is separate from this procedure.