

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Dismissal and Readmission

**Revision Date:** 9/26/00, 4/17/01, 5/15/02, 12/08, 3/2/10; November 19, 2013

**Responsible Office:** Vice President, Student Learning Office

**Policy Reference:** Title 5 Sections 55033 and 55034

**Definition**

Academic Dismissal: A student who is on academic probation is subject to academic dismissal if the student has earned a cumulative grade point average of less than 2.0 for three consecutive semesters.

Progress Dismissal: A student is subject to progress dismissal if the student has failed to complete 50% of the cumulative units attempted satisfactorily for three consecutive semesters.

**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” noted on his/her transcript. The dismissal notation(s) will be carried forward until the Petition for Academic Reinstatement is submitted and approved. The student will be reinstated on probation until the conditions are met for removal from probation.
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, 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 counselor prior to registration. At that meeting, the student and counselor will complete the form "Petition for Academic Reinstatement". If the student is approved for reinstatement they must:
  - Complete a Petition for Academic Reinstatement with a COS Counselor each semester until his/her cumulative GPA is at least 2.0 and he/she has completed at least 50% of the cumulative units in which he/she has enrolled.
  - Student will update his/her educational plan with his/her COS Counselor.
  - Student will complete all courses with a grade of A,B, C or P for the reinstated semester.
  - Student will follow up on any recommendations given by the approving counselor.

Possible recommendations from the counselor may include, but are not limited to:

- Requiring student to attend all classes in which he/she is enrolled on a regular basis and complete all assignments
- Requiring mandatory meetings with the counselor throughout the semester to update any circumstances that could affect his/her ability to make satisfactory academic progress.

- Setting up services such as tutorial assistance or Disabled Student Programs and Services assessment.
- Requiring the student to enroll in the College Success Skills class or academic workshop.

### **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 he/she feels that facts exist that warrant an exception to the dismissal action. The student must file the typed letter 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 Vice President of Student Learning or designee.

The student will be continued on dismissal status until the Vice President of Student Learning or designee decides on the student's appeal.

The decision of the Vice President of Student Learning or designee will be communicated to the student in writing by the Vice President of Student Learning or designee. The Vice President of Student Learning or designee will notify the student of his/her action within 10 days of receipt of the student's appeal. The decision of the Vice President of Student Learning or designee 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.

### **Standards for Evaluating Appeals**

Dismissal appeals may be granted under the following circumstance:

The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.

When there is evidence of significant improvement in academic achievement.

### **Re-Admission after Dismissal**

In considering whether or not students may be re-admitted after dismissal, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement during the semesters from 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.

To be considered for re-admission after dismissal, a student must complete the Petition for Academic Reinstatement after Dismissal, and have 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-admittance criteria will need to wait one year to petition to reinstate.

### **Fall Dismissals**

Special circumstances exist for dismissals after the fall semester because students traditionally enroll before fall grades are available. The dismissal letter will be sent no later than two week after spring semester starts to inform students that:

- If they are enrolled in the spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the spring semester.
- If they are not enrolled in the spring semester, they have the right to appeal dismissal in accordance with the appeal process.

### **Procedure for Students Dismissed After Fall**

Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with the appeal process.

### **Procedure for Students Dismissed After Spring**

Students will not be able to take summer courses. Students already enrolled in summer courses will be administratively dropped, with no notation on student's transcripts.

### **General**

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