
Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4255 DISMISSAL AND READMISSION

References:

Title 5 Sections 55033 and 55034

NOTE: *The language in red ink is **legally required**. Local practice may be inserted, but it should address the minimum requirements in the following examples.*

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 1.75 (NOTE: Title 5 Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75) in all units attempted in each of three consecutive semesters. (NOTE: Title 5 Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters) A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters reaches or exceeds 50%. (NOTE: Title 5 Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.)

Dismissal Letter

The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

❖ From current KCCD Procedure 4C6 titled Disqualification: Notification, Student Responsibilities, and College Services

The District, with full participation of its Colleges, will develop the letters that notify students that for academic reasons they are being disqualified from enrolling at any of the Colleges of the Kern Community College District. These letters will be specific for each College, and will be mailed out after grades are rolled. These letters of notification will include the reasons for disqualification, the requirement that the student complete a Petition for Readmission, the timeline for reinstatement, mandate a counseling/advising appointment for approval of the class schedule after grades are rolled, and prior to the

beginning of classes, and they will also be reminded of other services provided or required by the College for students with serious academic problems. The letter of notification with respect to disqualification will also inform the student of his/her right to appeal, and the process he/she is to follow in this regard.

Cumulative Grade Point Average Below 1.0, or a Completion Rate at 25% or Lower

Disqualified students with a cumulative grade point average below 1.0 will be denied enrollment at any of the Colleges of the Kern Community College District for at least one (1) semester, and will be required to petition for readmission. Under these circumstances the disqualified student has the right to appeal his/her status to the College Vice President designated for this responsibility.

Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is at ~~twenty-five percent (25%)~~ or lower, will be denied enrollment at any of the Colleges of the Kern Community College District for at least one (1) semester, and will be required to petition for readmission. Under these circumstances the disqualified student has the right to appeal his/her status to the College Vice President designated for this responsibility.

Cumulative Grade Point Average Between 1.0 and 1.99, or a Completion Rate Between 26% and 50%

Disqualified students with a cumulative grade point average between 1.0 and 1.99 may be admitted to any of the Colleges of the Kern Community College District, but under these circumstances this student will be limited to enrollment in seven (7) units.

Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is between ~~twenty-six percent (26%)~~ and ~~fifty percent (50%)~~ may be admitted to any of the Colleges of the Kern Community College District, but under these circumstances this student will be limited to enrollment in seven (7) units.

Students who are disqualified for a second (2nd) time will be disqualified for a specific time period of either one (1) semester or one (1) year, depending on the circumstances. For this level of disqualification students will have the right to appeal the decision to the College Vice President designated for this responsibility, but counselors/advisors are not authorized to override the disqualification. Readmission after this level of disqualification will also require approval of the College Vice President designated for this responsibility.

Disqualified students may be required to enroll in a class organized to meet the needs of students who have serious academic problems.

Students enrolled in a disqualified status will have strict holds placed on any change in class schedules, or registration for subsequent semesters. Disqualified students are required to have regular appointments with a counselor/advisors to discuss academic

progress, plan for subsequent semesters, get approval for any change in class schedules, and to get approval for subsequent registration.

Students enrolled under the status of “disqualified” whose grade point average for the current term is at least 2.0, or whose course completion rate for that term exceeds fifty percent (50%), will be removed from the disqualified list and readmitted under continued probation.

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 **[identify where petition is filed]** within **[time limit]** after the dismissal letter was mailed. If the student fails to file a written petition within the **[time limit]**, 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 **[identify who reviews petitions]**.

The student will be continued on probation until the **[designate authority]** decides on the student's appeal.

The decision of the **[designate authority]** will be communicated to the student in writing by the **[designate authority]**. The **[designate authority]** will notify the student of its action within **[time limit]** of receipt of the student's appeal. The student may appeal the decision of the **[designate authority]** in writing to the District Chancellor or designee, within **[time limit]** working days of the date of notification of the decision of the **[Appeals Committee]**. The decision of the District Chancellor 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.

NOTE: *The following standards are suggested as good practice/optional.*

Fall Dismissals

Special circumstances exist for dismissals after the fall semester due to the fact that students traditionally enroll before fall semester grades are available. Subject to dismissal letters will be sent no later than **[month]** informing 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 Fall Dismissal Appeals

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 procedures set above.

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, 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 a dismissal and two semesters absence, 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.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current KCCD Procedure 4C5A titled Probation: Notification, Student Responsibilities, and College Services approved by Chancellor's Executive Council on March 27, 2007 and Chancellor's Cabinet on November 20, 2007.

Approved:

(Replaces Procedure 4C5A)

Legal Citations for AP 4255

5 CCR § 55033

Cal. Admin. Code tit. 5, § 55033

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

Article 3. Probation and Dismissal

➔ **§ 55033. Standards for Dismissal.**

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) 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," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.

Note: Authority cited: Sections 66700 and 70901, Education Code.

Reference: Sections 70901, 70902 and 76000, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

5 CCR § 55034

Cal. Admin. Code tit. 5, § 55034

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

[Article 3.](#) Probation and Dismissal

➔ **§ 55034. Notification of Probation and Dismissal.**

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).