

AR 4255 DISMISSAL AND READMISSION

NOTE: This administrative regulation is **legally required**. Local practice may be inserted, but it should address the minimum requirements in the following examples.

The following language in **black ink** is from current SMC AR 4342 Standards of Student Success – Probation and Disqualification. The first half of current SMC AR 4342 addresses probation and is reflected in new AR 4250 Probation.

1) Standards for Dismissal

For this section, semesters 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-Fall or Spring term semester**.

(a) Academic Dismissal

A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than **TBD 1.75 or 2.0** in all units attempted at Santa Monica College in each of 3 consecutive semesters which were graded. However, if a student's third consecutive semester grade point average at SMC is a TBD or higher, the student shall not be dismissed.

(b) Progress Dismissal

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" are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

This red language comes from the League as well as suggested **sample language in blue**

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 (five consecutive quarters) reaches or exceeds fifty percent (50%). **[NOTE: Title 5 Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than 50%.]**

2) Dismissal Letter (Notification of Dismissal)

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

Let's discuss this Fall dismissals with subcommittee

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

Fall Dismissals (should we also have a process for Spring Dismissals)

Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll (for Winter/Spring) before Fall 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.

3) Dismissal

Students who are dismissed will be notified of their status in writing (through transcript notation and electronic message) and must complete the following, as a condition of enrollment, for their next semester of enrollment:

- i. Respond to the actions outlined in the letter of dismissed status.
- ii. Attend a group or individual counseling meeting to submit the petition for readmission and determine which of the following strategies should be implemented:
 - Review reason/s for lack of progress and/or academic probation;
 - Development or review of a Student Educational Plan (SEP);
 - Enrollment in a designated college success or career planning class;
 - Enrollment in a unit load not to exceed ? units;
 - Participation in student support services;
 - Application of repeat petitions and/or academic renewal and/or progress renewal;

a. Academic Dismissal

A student on academic probation who earns a cumulative grade point average less than 2.0 in all units attempted at Santa Monica College for 3 consecutive semesters in graded coursework shall be placed on academic dismissal. (Title 5, § 55033)

b. Progress Dismissal

A student on progress probation who receives 50% or more of the following notations: “W”, “I”, “NP” and/or “NC” in all units enrolled in at Santa Monica College in at least 3 consecutive semesters shall be placed on progress dismissal. (Title 5, § 55034)

(Prior Language: Dismissal)

Any student on academic or progress probation for two consecutive semesters will be subject to dismissal. There are two types of dismissal: “Academic Dismissal” and “Progress Dismissal.”

- a. **Academic Dismissal** will result if the cumulative total SMC GPA below a 2.0 is earned in the semester (fall or spring) following any semester of academic probationary status. However, any student on academic probation whose most recent regular semester grade point average equals or exceeds 2.0 shall not be dismissed but shall be continued on academic probation.
- b. **Progress Dismissal** will result if the cumulative SMC percentage of “W,” “I,” “NC,” or “NP” notations received exceeds the allowed percentages, as defined in Progress Probation section 2(b), in the semester (fall or spring) following a semester of progress probationary status. However, any student on progress probation whose most recent regular semester work does not exceed 50% of “W,” “I,” “NC,” and “NP” notations shall not be dismissed but shall be continued on lack of progress probation.

Dismissal is a serious academic matter, as it means a student has been dismissed from Santa Monica College. Dismissed students are not eligible to enroll in courses at Santa Monica College, receive financial aid, and/or participate in SMC programs. In addition, dismissed students are often ineligible to transfer to other colleges or universities. Students who become dismissed after enrolling for the following semester will be administratively dropped from all enrolled classes, unless reinstated by a counselor.

4) 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 them in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

4) Appeal of Dismissal (extenuating circumstances)

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 **[Superintendent/ President or designee]**, within **[time limit]** working days of the date of notification of the decision of the **[Appeals Committee]**. The decision of the **[Superintendent/ President 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.

5) Petition for Readmission

- a. Must fulfill the process of interventions (how do we track vis counseling history) during the prior three semesters of probationary status prior to filing for readmission.
- b. Students requesting readmission to Santa Monica College must petition for reinstatement from dismissal after **????** a semester and/or session has passed **???** TBD.
 - i. Students are encouraged to attend another California community college and demonstrate the completion of at least **???** units with a 2.0 grade point average at another accredited institution.
- c. Students may appeal their disqualification status due to extenuating circumstances.
- d. Need to indicate discuss other possible....DQ options;
first DQ sit out a semester/intersession and academic year fall/spring**?????**
As to when they can petition for readmission or demonstrate progress at another college prior to returning to SMC?

Re-Admission after Dismissal (Petition for Readmission)

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 dismissal was based.
- Semesters on which dismissal was based were atypical of past academic performance.

- Formal or informal educational experiences since completion of semesters on which dismissal was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

6) Dismissal from Another College (same process as SMC dismissed st)

- Students must complete the petition for admission ?, are admitted on probationary status and are limited to ? semester units in the fall/spring semester and to ? units in the winter/summer session.

Readmission after Dismissal for Academic or Lack of Progress Reasons

Readmission to SMC after dismissal is generally based on the number of times a student has been dismissed. Students transferring to SMC who have been dismissed from other institutions for academic or lack of progress reasons will be subject to the same readmission process as SMC students. Students coming from other institutions must submit all college transcripts before being considered for readmission.

The following is the SMC dismissed student readmission process:

- All dismissed students wishing to be considered for readmission are required to submit a Petition for Reinstatement by the stated deadline for each term, as established by the Counseling Department.

If a counselor determines that there is justification to reinstate a student, the student will be considered a readmitted dismissed student. The student will be allowed to enroll in up to a maximum of 6 units for a regular semester and up to a maximum of 3 units for winter and summer session, unless counselor determines an exception is warranted. Once the student's status has changed to probationary status, the student will be limited to a maximum of 9 units for a regular semester and a maximum of 5 units for winter and summer session. Once students meet the SMC Standards of Student Success, they will not have such unit limitations.

- After the first dismissal, students wishing to be considered for readmission to SMC are required to meet with a counselor to develop a Student Success Plan and Petition for Reinstatement for the desired semester.
- After the second dismissal, students are required to sit out for at least one semester. Students wishing to Petition for Reinstatement must meet with a counselor to develop a Student Success Plan. The counselor may determine any additional requirements to be met for readmission, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.
- After the third dismissal (and each dismissal thereafter), students are required to sit out for at least one year. Readmission to SMC after the year has passed will require a new application to SMC, a Petition for Reinstatement and must meet with a counselor to discuss possible readmission and to develop a Student Success Plan. The counselor may determine any additional requirements to be met for readmission, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.

- e. After two consecutive semesters of probationary status, **dismissed** status or readmitted status, students will be subject to a lower enrollment priority as stated in AR 5055 Enrollment Priorities.

6) Dismissal from Another College (same process as SMC dismissed st)

- a. Students must complete the petition for admission ?, are admitted on probationary status and are limited to ? semester units in the fall/spring semester and to ? units in the winter/summer session.

7) Readmission after dismissal for other reasons

Students **dismissed**, suspended, expelled from other institutions for disciplinary issues should meet with the Admissions and Records supervisor to resolve their enrollment status. Can st's apply? How would Adm/SMC know this?. What is our process when SMC suspends or expels students? What notations, requested records, etc.

Also see BP/AR 4250 Probation, BP/AR 5500 Standards of Student Conduct, AR 5520 Student Discipline Procedures, and AR 5530 Student Rights and Grievances.

References:

Title 5 Sections 55033 and 55034

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 Policy & Procedure Service issued legal updates to this regulation in August 2006, February 2008, and October 2013. The language in **green ink** is from current SMC AR 4342 Standards of Student Success – Probation and Disqualification (the first half of current SMC AR 4342 related to probation is in new AR 4250 Probation and the second half of current SMC AR 4342 related to disqualification and reinstatement is reflected above). The language in **black ink** is from current SMC AR 4344 Dismissal of Students for Behavior or Performance that is Unsafe or Contrary to Program Standards approved on April 29, 2003 and revised on November 27, 2013 and in May 2014. The language in **blue ink** is included for consideration. The language in **yellow highlighting** (above in this regulation) is included to draw the reviewers' attention, and this language will be removed upon final approval.

Approved: April 29, 2003

Revised: November 27, 2013; May 2014;

(Replaces section of AR 4344)

Legal Citations for AR 4255



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.



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.