

## **AR 4255 DISMISSAL AND REINSTATEMENT**

Santa Monica College recognizes that student success is a shared responsibility between the District and the student. The College provides a broad range of academic courses, student support services, counseling and academic programs to help students achieve their goals. The College shall ensure that students have equitable access to counseling and other student support services. The District shall include provisions for proactive interventions, including intrusive counseling and GPS (Gateway to Persistence and Success), in cases of multiple withdrawals.

### **1. Standards for Academic and Progress Dismissal**

- a. A student who is on academic probation is subject to dismissal when the student has earned a SMC cumulative grade point average (gpa) below a 2.0, in all units attempted in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one semester (Fall/Spring).  
However, a student who earns a semester grade point average of 2.0 or higher at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the semester gpa and the cumulative gpa is below a 2.0, the student will be dismissed.
- b. A student who is on progress probation is subject to dismissal when the student receives notations of "W" (Withdrawal), "I" (Incomplete), or "NP" (No Pass) in 50% or more of all units enrolled in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one semester (Fall/Spring).  
However, a student who completes less than 50% of the units enrolled with notations of "W", "I" or "NP" at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the student completes more than 50% of the units enrolled with notations of "W", "I" or "NP" and the cumulative units enrolled with notations of "W", "I" or "NP" is 50% or above, the student will be dismissed.

Military withdrawals (MW) and Excused withdrawals (EW) shall not be included in progress probation or progress dismissal calculations.

### **2. Notification of Academic and Progress Dismissal**

The notification will cover the type of dismissal, an explanation of what dismissal means and its impact, and the procedure for reinstatement while also providing counseling and other support services.

### **3. Petition for Reinstatement**

A student on dismissal may complete a "Petition for Reinstatement" which will include their current academic goal, the circumstances that led to their dismissal and their success plan. A counselor will review the petition, determine if the student will be reinstated and confirm unit limitations. If reinstated, the counselor will identify support services or counseling programs, recommend courses, and create either an abbreviated or comprehensive educational plan that reflects the student's current academic goal per Title 5 §55520 Required Services and §55524 Student Education Plan.

Reinstated students are limited to three (3) units in the winter/summer session and six (6) units in the fall/spring semester, unless the counselor determines an exception is warranted.

A student who sits out for two consecutive semesters (Fall/Spring) or longer breaks consecutive enrollment for standards of dismissal. The student will need to complete the SMC online application and a “petition for reinstatement”.

After the second or subsequent consecutive dismissal, students are required to meet with a counselor to determine reinstatement and may be required to sit out for one semester or longer unless an appeal is granted.

4. Dismissals from Another College

Students on academic or progress dismissal from other institutions will be required to complete the “Petition for Reinstatement” and are encouraged to submit an unofficial copy of their transcript(s). In some cases, unofficial transcripts may not be available to students. Reinstated students are limited to three (3) units in the winter/summer session and six (6) units in the fall/spring semester, unless the counselor determines an exception is warranted.

5. Appeal Process

A student has the right to appeal the denial of a reinstatement or the unit limitations by submitting a counseling “Special Consideration Request”. The appeal response will be communicated to the student within 5-10 business days.

6. Removal from Dismissal

Students who have met the SMC Standards for Academic and/or Progress Achievement per AR 4250 Probation at the end of Fall/Spring semester will be notified by email. No notation will be made on the academic transcript.

7. Transcript Notations

Notations are limited to Academic Probation, Progress Probation, Academic Dismissal and Progress Dismissal and are only annotated at the end of Fall/Spring semester.

8. Probation, Dismissal, Readmission Data Reporting

The Vice President of Student Services shall provide to the Board of Trustees an annual report of the number of students who were placed on probation, dismissal, and reinstatement. This report must disaggregate the students by race/ethnicity, gender, age, or any other characteristic identified by the Board of Trustees.

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 55031-55034, 55520 and 55524  
Education Code 70902

**Approved:** September 16, 2003

**Revised:** April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016; April 19, 2023

*(Replaces SMC AR 4342)*

## ❖ From current SMC AR 4342 Standards of Student Success – Probation and Disqualification

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services and programs to help students meet their goals. In order to achieve their goals, SMC students are expected to take responsibility for meeting the SMC Student Success Standards of “Academic Achievement” and “Timely Progress” as defined below:

### 1. Standards of Student Success

- a. **Academic Achievement:** A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA of 2.0 or higher meets the standards of academic achievement. The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.
- b. **Timely Progress:** A student who has enrolled in 12 or more cumulative units and receives less than 50% total of “W,” “I,” “NC” or “NP” notations has met the standards of timely progress.

### 2. Probation

Students who do not meet the conditions of academic achievement or timely progress will be placed on academic and/or progress probation. Students on probationary status are limited to an enrollment maximum of nine (9) units in a fall or spring semester and an enrollment maximum of five (5) units in a winter or summer intersession. Probationary students may also face restrictions from financial aid and/or SMC special programs in which they are involved. There are two types of Probation: “Academic Probation” and “Progress Probation.”

- **Academic Probation:** A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA less than a 2.0 is placed on academic probation.  
  
The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.
- **Progress Probation:** A student who has enrolled in 12 or more cumulative units and receives 50% or more “W,” “I,” “NC,” or “NP” notations is placed on progress probation.

**Probationary Status Removal:** Once a student’s status becomes probationary, the student should meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a Student Success Plan, including a comprehensive student education plan. Probationary status will be removed when the student meets the Standards of Student Success, as stated above.

- a. If the student is on academic probation, probationary status will be removed once the cumulative total SMC GPA returns to 2.0 or higher.
- b. If the student is on Progress Probation, probationary status will be removed once the percentage of cumulative “W,” “I,” “NC,” or “NP” grades no longer exceeds 50 percent.

~~After two consecutive semesters of academic and/or progress probationary status, a student will be subject to a lower enrollment priority as stated in AR 5055 Enrollment Priorities. A student with demonstrated extenuating circumstances may appeal the loss of enrollment priority with Admissions and Records.~~

~~Effective Fall 2016, a student will lose eligibility for the Board of Governors Fee Waiver after two consecutive semesters of academic and/or progress probationary status. Foster youth are exempted. A student with demonstrated extenuating circumstances may file an appeal with the Financial Aid Office.~~

### **~~3. Disqualification~~**

~~Any student on academic or progress probation for two consecutive semesters will be subject to disqualification. There are two types of Disqualification: "Academic Disqualification" and "Progress Disqualification."~~

- ~~a. Academic Disqualification 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 disqualified but shall be continued on academic probation.~~
- ~~b. Progress Disqualification 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 disqualified, but shall be continued on lack of progress probation.~~

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

### **~~4. Reinstatement after Disqualification for academic or lack of progress reasons~~**

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

~~The following is the SMC Disqualified Student Reinstatement Policy:~~

- ~~a. All disqualified students wishing to be considered for reinstatement 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 disqualified 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 intersession, 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 intersession. Once students meet the SMC Standards of Student Success, they will not have such unit limitations.~~

- ~~b. After the first disqualification, students wishing to be considered for reinstatement to SMC are required to meet with a counselor to develop a Student Success Plan and petition for reinstatement for the desired semester.~~
- ~~c. After the second disqualification, 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 reinstatement, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.~~
- ~~d. After the third disqualification (and each disqualification 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, disqualified status or readmitted status, students will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities.~~

## **5. Reinstatement after disqualification for other reasons**

~~Students disqualified, suspended, expelled from other institutions for disciplinary issues should meet with the Admissions and Records supervisor to resolve their enrollment status.~~

~~Reference: Title 5, Sections 55030—55034~~

~~**Approved:** September 16, 2003~~

~~**Revised:** April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016;~~

~~(Replaces SMC AR 4342)~~