

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 for Credit Courses

- a. A student who is on academic ~~notice probation~~ is subject to temporary academic 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 subject to academic dismissal~~ed~~. If in the subsequent semester, the semester GPA and the cumulative GPA is below a 2.0, the student will be subject to temporary academic dismissal~~ed~~.
- b. A student who is on progress ~~notice probation~~ is subject to temporary progress 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 subject to progress dismissal~~ed~~. 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 subject to temporary progress dismissal~~ed~~.

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

Semesters shall be considered consecutive on the basis of student's credit course enrollment, so long as the break in student's enrollment does not exceed one semester.

2. Notification of Academic and Progress Dismissal

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

3. Petition for Reinstatement

A student subject to temporary dismissal may complete a "Petition for Reinstatement" which will include their current academic goal, the circumstances that led to their academic and/or progress 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~~ a 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 academic standards ~~of dismissal~~. The student will need to complete the SMC online application and a "petition for reinstatement".

After the second or subsequent consecutive academic and/or progress 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.

Counselors have the discretion to determine if an exception is warranted to unit limitations.

4. Academic and Progress Dismissals from Another College

Students on academic or progress dismissal from other institution(s) 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 Academic and Progress Dismissal

Students who return to good standing have met ~~the~~ SMC Academic Standards ~~for Academic and/or Progress Achievement per AR 4250 Probation and will be notified by email~~ at the end of fall/spring semester ~~will be notified by email~~. No notation will be made on the academic transcript. Follow up w/Melissa

7. Transcript Notations

Notations are limited to Academic and/or Progress Notice Probation, Progress Probation, Academic and/or Progress Dismissal, Dismissal and Progress Dismissal and are only annotated at the end of fall/spring semester. Further research

8. Academic and Progress Notice Probation, Academic and Progress Dismissal, and 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 academic and progress notice probation, academic and progress dismissal, and reinstatement status. This report must disaggregate the students by race/ethnicity, gender, age, or any other characteristic identified by the Board of Trustees. The annual report shall include a specific action plan that connects students to appropriate support services and interventions to improve success rates for students. The report

should be developed in concert with the Institutional Research Office and counseling department. [Follow up w/Mike](#)

Also see BP/AR 4250 [Academic and Progress Notice 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~~
~~4/10/10; 11/20/12; 05/3/13; 4/27/16; 4/19/23; 03/12/25~~