



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4255 TEMPORARY 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 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. If in the subsequent semester, the semester GPA and the cumulative GPA is below a 2.0, the student will be subject to academic dismissal.

- b. A student who is on progress notice 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. 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 progress dismissal.

Military withdrawals (MW) and Excused withdrawals (EW) shall not be included in academic standard calculations and in calculating the permitted number of withdrawals.

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 an explanation of what academic and progress dismissal means and its impact, and the procedure for reinstatement while also identifying opportunities for 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 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. 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. 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 SMC Academic Standards and will be notified by email at the end of fall/spring semester.

7. Academic and Progress Notice, 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, 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.

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, October 17, 2023, April 29, 2025

(Replaces former SMCAR 4342)