

## Academic Affairs

**AP 4255 DISMISSAL AND READMISSION****References:**

Title 5 Sections 55033 and 55034

**Standards for Academic Dismissal**

A student who has been placed on academic probation shall be subject to academic dismissal if the student has less than a cumulative grade point average of 2.0 in all units attempted in two consecutive terms (including summer terms). For purposes of this section, terms shall be considered consecutive on the basis of the student's enrollment pattern rather than the calendar pattern. For example, the terms of a student enrolled in Fall, not Spring, but again in Fall are considered to be consecutive.

**Standards for Progress Dismissal**

A student who has been placed on progress probation shall be subject to progress 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 two consecutive semesters terms reaches or exceeds 50 percent (including summer). For purposes of this section, terms shall be considered consecutive on the basis of the student's enrollment pattern rather than the calendar pattern. For example, the terms of a student enrolled Fall, not Spring, but again in Fall are considered to be consecutive.

**Dismissal Letter**

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

**Readmission Procedures**

1. A student who has been dismissed and did not attend College of Marin for one term may request readmission by submitting a petition to Enrollment Services that demonstrates a minimum of one term of non-attendance has passed.
2. A student who has been dismissed and wants to continue at College of Marin for the following term may submit a petition to Enrollment Services only under the following conditions:
  - a. Documented extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
  - b. Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

**Procedures for Filing the Petition to Return After Dismissal**

A student must file a Petition to Return After Dismissal with the Office of Enrollment Services within two weeks of the start of the fall and spring term and within one week of the start of a summer term. As a condition to return, the student must meet with a counselor to complete a Student Educational Plan with no more than 12 units requested for that entire fall or spring term. For the summer term, students may request one class regardless of the unit value or multiple classes not to exceed 4 units. A copy of the Student Educational Plan and all supporting documents must accompany the Petition to Return After Dismissal.

### **Standards for Evaluating the Petition to Return After Dismissal**

In considering whether or not students may return after dismissal, the following criteria should be considered:

- Verified evidence that the student did not attend the following term or summer term after receiving the dismissal notification.
- Documented extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.
- GPA calculation error.
- Evidence that the posting of final grades was in error which contributed to the academic and/or progress dismissal action.

Within 10 working days from the date the petition was submitted to Enrollment Services for review, the student will be notified in writing by email of the decision.

- If the Petition to Return After Dismissal is approved, the student will be notified of the terms and the condition of the petition and allowed to continue on academic and/or progress probation for an additional term. At the end of that term, the student's academic record will be evaluated to determine whether the student may be removed from academic and/or progress probation, should be dismissed, or should continue on academic and/or progress probation.
- If the Petition to Return After Dismissal is denied, the student will receive notification of the decision and procedures to appeal the decision.

### **Appeal Procedures**

The student has the right to appeal an academic and/or progress dismissal action, if the student can provide evidence that warrants a review of the dismissal action. The student may appeal this decision by making an appointment with the College Petition Committee within five working days of the date of the notice of the denied petition.

- If the student fails to make the appointment within the specified time, the student waives all future rights to appeal the dismissal action for that term.
- If the student makes an appointment, the student will continue on academic and/or progress dismissal until the student meets with the College Petitions Committee. A decision to either uphold the original dismissal decision or approve the appeal will be made at the conclusion of the meeting.

### **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 term 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 must be submitted with the appeal.
- Where there is evidence of significant improvement in academic achievement.

*Office of Primary Responsibility:* Enrollment Services

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