

Note: This procedure is legally required to comply with Title 5 Regulations. Local practice may be inserted. **New - GCCCD Procedure**

First Reading—4/23/12  
Second Reading—5/23/12  
Final Reading—6/25/12  
DEC Final Reading—7/9/12

## **AP 4255      Disqualification and Dismissal**

Reference:            ***Title 5 Sections 55033 and 55034***

Date Issued:

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[CCLC template language, except italicized language]

*In compliance with Title 5 Regulations, the Grossmont-Cuyamaca Community College District (District) Chancellor shall establish administrative procedures regarding disqualification and dismissal of District students. These procedures will be developed in collegial consultation with the District's Academic Senates; and are intended to address District students whose GPA has fallen below 2.0 in courses receiving letter grades. The Chancellor shall ensure that these procedures include, but may not be limited to the following elements:*

### **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 2.0 [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 [Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters]. 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," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent (50%).]

### **Dismissal Letter**

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

### **Appeal of Dismissal**

The student has the right to appeal a dismissal action if the student feels that facts exist that warrants an exception to the dismissal action. The student must file the written petition of appeal *to the Admissions and Records Office* after the dismissal notification was sent. 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 *the Petitions Committee*.

The student will be continued on dismissal status until the *Petitions Committee* decides on the student's appeal.

The decision of the *Petitions Committee* will be communicated to the student in writing by the *Admissions & Records Office*. The *Admissions & Records Office* will notify the student of its

action within 10 business days of receipt of the student's appeal. The student may appeal the decision of the *Petitions Committee* in writing and/or in person

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.

[Note: The following standards are not legally required, but are suggested as good practice]

### **Fall Dismissals**

Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than late January informing students that:

- If they are enrolled in the Spring semester, their Spring registration will be revoked
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

### **Re-Admission after Dismissal**

Students with dismissal status may be re-admitted after one semester absence without a petition.