



AP 4255 Disqualification and Dismissal

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 in all units attempted in each of 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 50 percent.

Students will be dismissed according to the following stipulations:

- Students whose fall grades subject them to academic dismissal will be notified in the subsequent spring semester and will be dismissed for the following summer term and fall semester, and
- Students whose spring semester grades subject them to academic dismissal will be notified during the subsequent fall semester and will be dismissed for the following spring semester.

In computing the grade point average, classes taken on a credit/no credit or pass/no pass basis will be disregarded since they do not count as units attempted or toward grade points earned. Grades of "W," "MW," "EW," "I," "IP," and "RD" are disregarded for the same reason.

Dismissal Letter

The letter notifying the student that they are 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 proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal to the Counseling Department by the due date designated on the dismissal letter that was mailed. If the student fails to file a written petition by the designated due date, the student waives all future rights to appeal the dismissal action. 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



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supporting the reasons. Petitions will be reviewed by the Scholastic Standards Committee.

If the student's appeal is approved, the student will be continued on special probation until the student regains good academic standing.

The decision of the Scholastic Standards Committee will be communicated to the student in writing by a designee of the Dean of Student Affairs ("Dean's Designee"). The Dean's Designee will notify the student of their action within 30 days of receipt of the student's appeal. The student may appeal the decision of the Scholastic Standards Committee in writing to the Dean of Student Affairs within 10 working days of the date of notification of the decision by the Dean's Designee. The decision of the Dean of Student Affairs is final.

If the dismissal appeal is granted, the student will complete a Readmissions Contract for Dismissed Students and will be continued on special 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.

A student who has been dismissed may apply for readmission after one semester following the date of dismissal. A student readmitted after academic dismissal will be continued on special probation until the student's grade point average reaches 2.0, or the percentage of units for which grades of "W," "I," "NC," or "NP" drops below 50 percent. The student will complete a Readmissions Contract for Dismissed Students and will be continued on special 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.

The Readmission Contract for Dismissed Students requires that students on special probation list courses to be completed in the subsequent term and agree to pass all courses with grades of "C" or better and not withdraw with a grade of "W." Students on a special probation contract are subject to dismissal for one or more semesters if the provisions of their contract are not satisfied. Special probation students in violation of their contract are subject to administrative withdrawal of subsequent term of enrollment upon verification of grades earned for the previous contracted term.



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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 semester 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 should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist the student in improving academic skills, such as obtaining academic counseling and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Readmission after Dismissal

In considering whether or not students may be readmitted after a dismissal and a one or more semester absence, the following criteria should be considered:

- Documented extenuating circumstances.
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Regulations for Dismissed Students

A student applying for admission to Chaffey College who is under academic dismissal from another community college, college, or university is subject to the same reinstatement policies and procedures as a student who is under academic dismissal from Chaffey College. If it is determined that the student is subject to dismissal under Chaffey College standards, the student will not be eligible for admission for a period of one semester.



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References: Title 5 Sections 55033 and 55034

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