

# CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

## **AP 4255    DISMISSAL AND REINSTATEMENT**

**References:**    Title 5, Sections 55033 and 55034

### **I. Standards for Dismissal:**

A. 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 two (2) consecutive semesters. However, any student on academic probation whose most recent semester GPA is 2.0 or higher shall have their record reviewed by a counselor and *may be* continued on probation. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "NC", "I," and "NP" are recorded in at least 2 consecutive semesters reaches or exceeds fifty percent (50%).

### **II. Dismissal Notification:**

A. The notification advising 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.

### **III. Petition For Reinstatement From Dismissal After One Semester**

- A. A student who has been dismissed from Citrus College may file a written petition with the Counseling and Advisement Center after one semester has elapsed since the semester of dismissal. The student will be required to make an appointment with a counselor to complete the petition process. A student may be limited to the number of units and/or required to enroll in specific classes. The petition will be reviewed by the Dean of Counseling and the Dean of Admissions.
  
- B. A petition for reinstatement must be supported with verification of remedial work or evidence of readiness to do successful college work. The student is required to meet with a counselor prior to registration each semester until he/she is removed from probationary status.

### **IV. Petition To Appeal Dismissal Because of Extenuating Circumstances**

A student who has been dismissed from Citrus College may only appeal the decision if he/she encountered an extenuating situation and can prove that this situation affected his/her scholastic performance. Petitions will be accepted up to two weeks before the beginning of the semester. To complete the Petition process, the student will be required to make an appointment to meet with a counselor to complete the petition process.

A student may be limited to the number of units and/or required to enroll in specific classes. The completed petition, along with a recommendation from the counselor, will be forwarded to the Dean of Counseling and the Dean of Admissions for approval.

Prior to making an appointment with a counselor the student must provide the following:

A. Proof of extenuating circumstances that kept the student from succeeding. Some examples of extenuating circumstances (and appropriate proof thereof) are: illness (letter from a physician), death in the family (death certificate of the family member), incarceration (appropriate paperwork), car accident (appropriate paperwork), change of work hours (work documentation) etc.

B. A personal statement describing the extenuating circumstance and how the student's school work was affected.

*(Note: the following language in C. and D. is existing language moved from the deleted III. Appeal of Dismissal above)*

C. The decision of the Dean of Counseling and The Dean of Admissions will be communicated to the student. The Dean of Counseling will notify the student of the action within 10 working days of receipt of the student's appeal. The student may appeal the decision of the Dean of Counseling and the Dean of Admissions in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Counseling. The decision of the Vice President of Student Services is final.

A. If 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.

#### **V. Reinstatement After Dismissal**

A reinstated student must earn a grade point average of at least 2.0 and complete more than 50 percent of all units attempted each semester after reinstatement. This is mandatory until the student has achieved a cumulative grade point average of at least 2.0 and the number of "W", "I", "NC" and "NP" units drops below 50 percent of all attempted units at Citrus College. A reinstated student who fails to meet these criteria will be dismissed again.

Board Approved 10/20/09

Revised 05/17/11