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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4255 DISMISSAL AND READMISSION**

### **References:**

Title 5 Sections 55033 and 55034

### **Responsibilities**

The Deans of Enrollment Services and Counseling & Student Support Services shall be responsible for the implementation of these procedures.

### **Standards for Dismissal**

A student who is on Academic Probation 2 shall be subject to dismissal if the student has earned a grade point average of less than 2.0 in all units attempted for a letter grade for that term. A student who has been placed on Progress Probation 2 shall be subject to dismissal if the percentage of units in which the student has been enrolled for that term for which entries of “W,” “I,” “NC,” and “NP” are recorded reaches or is below fifty percent (50%) for 12 units or 80% for 3-6 units.

### **Dismissal Letter**

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

### **Appeal of Dismissal**

The student has the right to appeal their dismissal status if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with the Admissions and Records office after the dismissal letter was mailed or emailed. 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 Readmission Committee.

The decision of the Readmission Committee will be communicated to the student in writing by Enrollment Services. The student may appeal the decision of the Readmission Committee in writing to the Superintendent-President or designee. The decision of the Superintendent-President or designee is final.

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.

### **Standards for Evaluating Appeals**

Dismissal appeals may be granted if the student participates in Academic and Student Support services designed to assist him/her/them in improving academic skills, receiving academic counseling, and/or limiting course load.

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

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

- Documented extenuating circumstances (considered during appeal).
- Demonstration of completing courses with a “C” or better, and/or without a W, NP, or I.
- Semesters on which academic performance was atypical of other semesters.

### **Readmission Committee**

- A. The Readmission Committee shall be co-chaired by the Dean of Enrollment Services, and the Dean of Counseling and Student Support Services, or their designees. Additional members include a representative from Admissions & Records, Financial Aid, Matriculation Coordinator, and Department Heads of Counseling. At the discretion of the committee, additional members of the college staff may be asked to augment the group when it is deemed appropriate.
- B. The Readmission Committee shall approve or deny readmission requests based on the student's expected potential for future benefit from enrollment at Long Beach City College.

### **Student Responsibilities**

To be considered for readmission, the student must do the following:

- A. File a completed Readmission Petition by the established deadline. Incomplete and/or late petitions will not be considered by the Readmission Committee.
- B. Ensure that the college has current contact information on file.
- C. Ensure that all transcripts from high schools and other colleges are on file.
- D. Have a current student educational plan on file.
- E. If readmitted, follow all restrictions, agreements, and conditions for readmission as provided by the Readmission Committee.

## Readmission Committee Responsibilities

The Readmission Committee shall be responsible for reviewing the readmission petition and any supporting materials for all academically dismissed students who meet the deadline for filing. The Readmission Committee shall establish procedures for accomplishing this review.

- A. Upon completion of the review, the committee shall take one of the following actions:
  - 1. Readmit with restrictions
  - 2. Deny readmission
- B. Students who are readmitted shall be required to meet with a counselor during the same term of readmission.
- C. Students shall be notified via email of the Readmission Committee's decision. Such notification shall be sent to the email address on file with the College.

## Appeals

- A. Students may appeal the Readmission Committee's decision only if there is new compelling information that was not available at the time the petition was originally submitted. Appeals must be submitted in the form of a letter addressed to the Dean of Enrollment Services and turned in to Admissions and Records Office. If deemed necessary, the Readmission Committee may ask to meet with the student in-person.
- B. The Readmission Committee may sustain or change its original decision. The student shall be so notified via email of the committee's final decision.
- C. The Readmission Committee's decision upon appeal shall be final.

Also see BP 4250 Probation, Dismissal, and Readmission, AP 4250 Probation, BP/AP 5500 Standards of Student Conduct, AP 5520 Student Discipline Procedures, and AP 5530 Student Rights and Grievances.

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