

5008.

ADMINISTRATIVE REGULATIONS ON
READMISSION OF ACADEMICALLY DISMISSED STUDENTS

5008.1

Responsibilities

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

5008.2

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.

5008.3

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.

5008.4 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.

5008.5 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.

Revised: January 26, 1993; May 22, 2019