



ADMINISTRATIVE **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

4255

DISMISSAL AND READMISSION

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 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

Dismissal Letter

The letter notifying the student that he/she/they 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 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 with any counselor within 60 days after the dismissal letter was mailed. If the student fails to file a written petition within the 60 days, 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 supporting the reasons. Petitions will be reviewed by the Dean of Counseling Services.

The student will be continued on probation until the Dean of Counseling Services decides on the student's appeal.

The decision of the Dean of Counseling Services will be communicated to the student in writing by the Dean of Counseling Services. The Dean of Counseling Services will notify the student of its action within 30 days of receipt of the student's appeal. The student may appeal the decision of the Dean of Counseling Services in writing to the Superintendent/President or designee within 10 working days of the date of notification of the decision of the Appeals Committee. 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.

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 February informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals

Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the Spring semester. The following conditions apply:

- Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the Spring semester.
- Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

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 him/her/them 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 re-admitted after a dismissal and one semester absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- 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.
- Changes in life circumstances that promote success in college.

References: Title 5 Sections 55033 and 55034

Administrator: VP Instruction

Executive Cabinet Review: September 17, 2024

Educational Policies and Practices Committee, 1st Reading: October 3, 2024

Educational Policies and Practices Committee, 2nd Reading: November 7, 2024

All Faculty Senate, 1st Reading: November 14, 2024

All Faculty Senate, 2nd Reading: December 12, 2024

College Planning Council Review/Approval, 1st Reading: February 28, 2025
College Planning Council Review/Approval, 2nd Reading: March 14, 2025
Board Meeting/Information Item: April 10, 2025
Next Review: 2026-2027