

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4255 ~~Dismissal~~ Disqualification and Readmission Return

References: Title 5 Sections 55033 and 55034

Standards for ~~Dismissal~~ Disqualification:

A student who is on academic ~~probation~~ notice shall be subject to ~~dismissal~~ disqualification if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in at least three consecutive semesters.

A student who has been placed on progress ~~probation~~ notice shall be subject to ~~dismissal~~ disqualification 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 (50%) percent. Summer session is not counted as it is considered a session and not a semester.

~~Dismissal~~ Disqualification Letter:

The letter notifying the student that ~~he/she is~~ they are subject to ~~dismissal~~ disqualification will cover, at a minimum, reference to this procedure, explanation of what ~~dismissal~~ disqualification means, and the procedure to appeal the ~~dismissal~~ disqualification.

Appeal of ~~Dismissal~~ Disqualification:

The student has the right to appeal a proposed ~~dismissal~~ disqualification action if the student feels that facts exist that warrants an exception to the ~~dismissal~~ disqualification action. The student must file a Disqualification Appeal form Petition for Academic/Progress Reinstatement to the Counseling Department by the deadline date outlined on the ~~dismissal~~ disqualification letter in order to register for the following semester. If the student fails to file a written petition by the established deadline, the student waives all future rights to appeal the ~~dismissal~~ disqualification action.

~~Petitions will be reviewed by the College's Academic Standards Committee. Students on~~ ~~dismissal~~ disqualification status may be limited to the number of units they may enroll. Students must indicate on the Disqualification Appeal form Petition for Academic/Progress Reinstatement a typed narrative of their situation and reason for making the ~~petition~~ appeal. Valid reasons for appeal are the following:

- Extenuating circumstances which are verified such as cases of illness, accident, or circumstances beyond the control of the student. ~~(Examples of documentation are doctor's notes, accident report, etc.)~~
- Student is making significant academic improvement by completing their last semester with a 2.00+ GPA and completed more than 50% of their semester coursework. (Students on progress disqualification who have successfully passed all courses attempted with a semester GPA above a 2.0, will be automatically approved for return.)

- Student has a verified disability and applied before the deadline, but did not receive an accommodation in a timely manner. (~~Verification of disability from Education Plan~~ Verification by the DSPS office Counselor must be attached)
- Student has not enrolled at Hartnell for ~~two consecutive~~ one semesters (~~fall/spring~~ fall or spring) since being ~~dismissed~~ disqualified.

Disqualification appeals will be reviewed by a Hartnell College designee. The student will be continued on ~~probation~~ disqualification until the Academic Standards Committee college decides on the student's appeal and will not be able to register until an ~~approval~~ approved decision has been made. ~~by the Academic Standards Committee.~~ Students on disqualification status may be limited to the number of units they may enroll.

The decision ~~of the Academic Standards Committee~~ will be communicated to the student in writing. ~~The student will be notified of the Committee's decision~~ within 5-7 working days of the established deadline date for submission of ~~the Request for Readmission petitions~~ disqualification appeal form. The student may appeal the decision ~~of the Academic Standards Committee~~ in writing to the Vice President of Student Affairs Student Success and Teaching Excellence, within 5-7 working days of the date of notification of the decision. ~~of the Academic Standards Committee.~~ The decision of the Vice President of Student Affairs Student Success and Teaching Excellence is final.

If the ~~dismissal~~ disqualification appeal is granted, the student will continue on ~~probation~~ Academic Notice for an additional semester. If the student has been away from Hartnell College for more than one year, they must complete a new CCCApply application for readmission to the college. Students must ~~continue through the appeal process~~ complete a progress check in with the Student Success Specialist every semester until good standing is achieved.

Procedure for Fall Dismissals:

Special circumstances exist for dismissals after the fall semester due to the fact that students traditionally begin spring classes before receiving notification of dismissal. Dismissal letters will be sent no later than thirty days from the end of the term informing students that:

- ~~If the student is enrolled in the spring semester prior to receiving the written dismissal notification, the student will be permitted to continue on probation. Dismissal status will be reevaluated and applied at the end of the spring semester.~~
- ~~If the student is not enrolled in the spring semester, the student has the right to appeal the dismissal in accordance with the appeal process.~~

Standards for Evaluating Appeals:

~~Dismissal~~ Disqualification appeals may be granted under the following circumstances:

- Extenuating circumstances which are ~~verified~~ cases of illness, accident or circumstances beyond the control of the student. (~~Examples of documentation are doctor's notes, accident report, etc.~~)
- Student is making significant academic improvement by completing their last semester with a 2.00+ GPA and ~~completed~~ completing more than 50% of their semester

coursework. Students on Progress Disqualification who have successfully passed all courses attempted (GPA above a 2.0) will be automatically approved to continue.

- Student has a verified disability and applied before the deadline for but did not receive an accommodation in a timely manner. (~~Verification of disability~~ Education Plan verification from the DSPS Counselor must be attached)
- Student has not enrolled at Hartnell for ~~two consecutive~~ one semesters (fall/spring) since being ~~dismissed~~ disqualified.
- The student enrolls in a ~~directed~~ support program designed to assist him/her them in improving academic skills, such as obtaining academic counseling, and/or limiting course load, and/or completing an academic support course, ~~attending an educational planning workshop as outlined by the dismissal notification letter.~~

~~Re-Admission~~ Returning after Dismissal Disqualification:

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

- ~~Documented~~ Extenuating circumstances (considered during appeal).
- Student is making significant academic improvement by completing their last semester with a 2.00+ GPA and completed more than 50% of their semester coursework.
- 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.

Students who were granted admission through the disqualification appeals process, but did not maintain satisfactory academic progress upon their return, will be ~~dismissed~~ disqualified for one academic semester (fall or spring) or limited to the number of units that can be taken.

Approved by the Superintendent/President: 12/8/15

See BP 4250