



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4255 Dismissal and Readmission
Code	AP 4255
Status	Active
Legal	Title 5, Section 55033 Title 5, Section 55034
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Last Revised	January 19, 2021

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 2.00 in all units attempted in each of three (3) consecutive semesters, and has a semester GPA of less than 2.00 for the current semester.

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 (3) consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal Letter: Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

The college emails a letter indicating "academic dismissal" to the student's college email address.

The letter references this procedure, explains the meaning of dismissal, the procedure for reinstatement, and procedure to appeal the dismissal.

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 January 30, 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.

Academic Record: Each enrolled student's status is recorded at the end of each term as part of the student's academic record; the notation specifies the student's status for both academic and progress categories as either "in good standing," "on probation," or "dismissed."

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 the Chief Instructional Officer or designee within 30 days after the dismissal letter was mailed. If the student fails to file a written petition within 30 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.

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 in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

The student will continue on probation until the Chief Instructional Officer or designee decides on the student's appeal.

The decision of the Chief Instructional Officer will be communicated to the student in writing by the Chief Instructional Officer or designee; the Chief Instructional Officer or designee will notify the student of its action within 10 days of receipt of the student's appeal.

The student may appeal the decision of the Chief Instructional Officer or designee in writing to the College President, within 10 working days of the date of notification of the decision of the Chief Instructional Officer or designee. The decision of the College President 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.

Continued Enrollment or Readmission: A student applying for readmission shall receive counseling to assess his/her academic and career goals and must have counselor approval of his/her educational program prior to registration. Students appeal for continued enrollment or readmission through the Counseling Department.

In considering whether or not students may be re-admitted after a dismissal and a minimum of 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.

A student who does not enroll at a VCCCD college for at least one semester after dismissal will be allowed to enroll in a minimum of one course.

Governance Review

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2021 01.19 Board of Trustees

11/16/21, 3:03 PM

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2020 11.12 DTRW-SS
2020 10.08 DTRW-SS
2020 05.07 DTRW-I/SS Joint Meeting