

# LASSEN COMMUNITY COLLEGE

# ACADEMIC SENATE



Approved MINUTES  
Tuesday, October 25, 2011

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2011-2012

President  
Cheryl Aschenbach

Call to Order: President Aschenbach called the meeting to order at 3:37 p.m.  
Members present: Cheryl Aschenbach, Nancy Beterbide, Lisa Gardiner, Michael Giampaoli, Carrie Nyman, Richard Swanson (arriving late due to instructional schedule).

Vice-President  
Nancy Beterbide

Approval of Agenda: (Gardiner/Beterbide) MSCU to approve the agenda with the addition of an agenda item #5: Work Experience IPR Addendum.

Secretaries  
Lisa Gardiner  
Richard Swanson

## Minutes

President Aschenbach stated that Minutes from October 18, 2011 will be approved at November 8, 2011 meeting.

Public Comment  
None

Senators  
Michael Giampaoli  
Carrie Nyman

## Action Items

1. BP/AP 4250 Probation (Beterbide/Gardiner) MSCU (attached)
2. AP 4255 Disqualification and Dismissal (Beterbide/Gardiner) MSCU (attached)

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## Discussion Items

1. VN IPR- President Aschenbach reported that she has reviewed the VN IPR and it will be moved forward to action at the next Senate meeting.  
*A general question arose regarding the "prioritized recommendations" section of the IPR document format. President Aschenbach and Sue Mouck shared that although the IPR Handbook points to doing two prioritized lists based on sections 1-3 and 4-6 of the IPR document, this format does not feed well into the planning process. The next revision of the IPR handbook will utilize one prioritized list for all IPR section recommendations. It is strongly recommended that we move to one prioritized recommendation list now for all IPRs so as to enhance the planning process.*
2. Welding IPR – Lisa Gardiner has received a copy of the Welding IPR and will meet with Kory Konkol this week to review. It will be moved forward on the 11/22/2011 Senate meeting.
3. Student Success Task Force recommendations- President Aschenbach referred those in attendance to Student Success Task Force recommendations available for download at: <http://www.asccc.org/session/materials>. Of particular interest she pointed to the recommendation of "Mandatory Flex Opportunities".
4. Review of Resolutions for Fall Plenary – President Aschenbach referred those in attendance to Fall Plenary Resolutions available for download at <http://www.asccc.org/session/materials>. She pointed to the fact that we are in good shape with regards to repeatability recommendations in comparison to some other campuses as we have worked on repeatability issues for several years now.

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5. Work Experience IPR Addendum- Lisa Gardiner shared her proposed IPR addendum which focuses on developing 10 Work Experience student volunteer stipend positions. Concerns were voiced regarding using district funds for such purposes and it was suggested that Foundation funding would be more appropriate.

### Information Items

Fall Plenary is November 3-5, 2011 in San Diego. President Aschenbach and Sue Mouck will be attending.

### Reports

- Senators
- Administration
- LCFA

### Closed Session

Minimum Qualifications and Equivalencies. Senate did not adjourn into closed session as there were no Minimum Qualifications and Equivalencies ready for review.

### Closed Session Report

Adjournment: Giampaoli/Beterbide at 4:09 p.m.

### Next Academic Senate Meetings

Tuesday, November 8, 2011

Tuesday, November 22, 2011

Tuesday, December 13, 2011

Additional meetings will be scheduled as necessary.

### Future Agenda Items

- Academic Grievance AP
- Discussion: Athletic Team Schedules and December Final Exams
- Consider revisions to Senate Bylaws
- Continued Review of BPs and APs:
  - a. BP & AP 4250 Probation
- Human Services IPR (from Spring 2009).
- Automotive IPR (from fall 2010)
- Social Science IPR (from May 2011)
- Gunsmithing IPR (from May 2011)
- Journalism IPR (from May 2011)
- Welding IPR (from May 2011)

**Academic Affairs**  
**DRAFT as of 10/19/11**

## **BP 4250 PROBATION, DISQUALIFICATION, AND READMISSION**

### **References:**

Education Code Section 70902(b)(3);  
Title 5 Sections 55030-55034

*Note: The following standards are the minimum standards defined in Title 5. The Board may adopt more stringent standards as specified in Title 5 Sections 55030-55034 and if it has done so, board policy must reflect those standards.*

- ❖ **From current Lassen College Policy 5340 titled Academic Grade Point and Probation**

### **Academic Grade Point Probation**

A student who has accumulated a total of 12 or more semester grade units shall be placed on academic probation if the student's cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue for three more consecutive semester without being academically disqualified (dismissed).

### **Academic Progress Probation**

A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of "W", "I", and "NC", and "NP" in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being disqualified (dismissed). Course work completed prior to July 1, 1989 will not be used in calculating the progress probation status for any student.

Notification of probationary status will appear on the student's semester grade report and on the transcript of academic work.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

### **Removal from Probation**

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Students on probation are advised to consult their counselor regarding the appropriate course of action to follow to be removed from probation.

Students who believe that their placement on academic probation is the result of an error may appeal in writing to the Dean of Student Services or designee.

- a. **Academic:** A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.
- b. **Progress:** A student on progress probation because of an excess of units for which entries of "W", "I", and "NC", and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%). "W", "I", and "NC", and "NP" are only conditions for removal from probation.

❖ **From current Lassen College Policy 5350 titled Academic Dismissal**

**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 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative 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.

A student whose academic performance falls under one or more of the criteria listed below shall be subject to academic disqualification and dismissal from the College:

1. A cumulative grade point average of less than 1.00 in 12 or more units
2. A semester grade point average of less than 1.75 during any semester the student is on probation
3. A student whose total percentage of "W", "I", and "NC", and "NP" grades reaches or exceeds fifty percent (50%) of the total units attempted for three consecutive semesters.
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

Academically disqualified students who are dismissed from the College shall not be reinstated until one semester has elapsed after dismissal unless a petition stating extenuating circumstances existed preventing satisfactory academic progress.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued

on probation if the student **provides evidence of extenuating circumstances or shows significant improvement in academic achievement.**

### **Readmission**

A student who has been dismissed **is eligible for reinstatement following a semester's absence upon petition to the Dean of Student Services.** To request reinstatement, **a student's petition should note the extenuating circumstances that existed at the time of dismissal as well as the amount of time passed since dismissal.** Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

An academically dismissed student must apply for readmission when returning to the College. If readmitted, the student will enter on probationary status and will continue to be subject to the standards for probation and dismissal cited above.

Notification of academic disqualification status will appear on the student's end-of-semester grade report and transcript.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Office of Primary Responsibility: \_\_\_\_\_

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**NOTE:** The **red type** signifies **legally required** language (except where otherwise noted) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 5350 titled Academic Dismissal adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06 and Policy 5340 titled Academic Grade Point and Probation adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06. The information in **blue type** is additional language to consider including.

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### **Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

## Legal Citations for BP 4250 Probation, Disqualification, and Dismissal

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

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- (8) Establish rules and regulations governing student conduct.
- (9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.
- (10) In its discretion, receive and administer gifts, grants, and scholarships.
- (11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.
- (12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.
- (13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.
- (14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.
- (c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.
- (d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.
- (e) This section shall become operative on January 1, 2013.

## **5 CCR s 55030**

Cal. Admin. Code tit. 5, s 55030

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

### s 55030. Definitions.

For the purposes of this chapter, the following terms shall have the specified meanings:

(a) "All units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with

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rules adopted by the district governing board.

(b) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

(c) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

### **5 CCR s 55031**

Cal. Admin. Code tit. 5, s 55031

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DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55031. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NP" and "NC" (as defined in sections 55023 and 55030) are recorded reaches or exceeds fifty percent (50 percent).

(c) The governing board of a community college district may adopt standards for probation not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

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(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

## **5 CCR s 55032**

Cal. Admin. Code tit. 5, s 55032

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ARTICLE 3. PROBATION AND DISMISSAL

s 55032. Removal from Probation.

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%) for removal from probation.

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Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

**5 CCR s 55033**

Cal. Admin. Code tit. 5, s 55033

TITLE 5. EDUCATION  
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SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55033. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

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(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

**5 CCR s 55034**

Cal. Admin. Code tit. 5, s 55034

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ARTICLE 3. PROBATION AND DISMISSAL

s 55034. Notification of Probation and Dismissal.

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

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## **AP 4250 PROBATION**

### **References:**

[Title 5 Sections 55030, 55031, 55032, 55033 and 55034](#)

- ❖ **From current Lassen College Policy 5335 titled Review of Academic Progress**

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Situations creating concern should first be discussed directly with the instructor. If this action does not produce adequate clarification of the issue and a satisfactory resolution, a student may process an appeal. The appeal process is administered by the Assistant Superintendent/Vice President of Instruction.

**Note:** *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

### **Notification of Probation**

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC," and "NP" in at least three consecutive semesters reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation. At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

**Probationary Letter**

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Office of Primary Responsibility: \_\_\_\_\_

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 5335 titled Review of Academic Progress adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**

*(Replaces current Lassen College Policy 5335)*

## Legal Citations for AP 4250 Probation

### Title 5 Sections 55030, 55031, 55032, 55033, and 55034

#### 5 CCR s 55030

Cal. Admin. Code tit. 5, s 55030

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55030. Definitions.

For the purposes of this chapter, the following terms shall have the specified meanings:

(a) "All units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district governing board.

(b) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

(c) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

#### 5 CCR s 55031

Cal. Admin. Code tit. 5, s 55031

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s 55031. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NP" and "NC" (as defined in sections 55023 and 55030) are recorded reaches or exceeds fifty percent (50 percent).

(c) The governing board of a community college district may adopt standards for probation not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

**5 CCR s 55032**

Cal. Admin. Code tit. 5, s 55032

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s 55032. Removal from Probation.

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(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%) for removal from probation.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

## **5 CCR s 55033**

Cal. Admin. Code tit. 5, s 55033

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s 55033. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

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(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

**5 CCR s 55034**

Cal. Admin. Code tit. 5, s 55034

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

s 55034. Notification of Probation and Dismissal.

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which

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it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

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## **AP 4255 DISQUALIFICATION AND DISMISSAL**

### **References:**

Title 5 Sections 55033 and 55034

*Note: This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

### **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 1.75 (Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75) in all units attempted in each of three consecutive semesters (Section 55033(c)(3) permits the District to establish a minimum of fewer than 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 (five consecutive quarters) reaches or exceeds fifty percent (50%). (Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.)

### **Dismissal Letter**

The letter notifying the student that he/she 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 **to the Dean of Student Services** within **ten days** after the dismissal letter was mailed. If the student fails to file a written petition within the **10 days after the dismissal letter was mailed**, 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 Student Services**.

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

The decision of the **Dean of Student Services** will be communicated to the student in writing by the **Dean of Student Services or designee**. The **Dean of Student Services** will notify the student of its action within **10 days** of receipt of the student's written petition. The student may appeal the decision of the **Dean of Student Services** in writing by requesting that the Dean of Student Services convene the **Grievance/Appeals Committee**, within **10** working days of the date of notification of the decision of the **Dean**. The **Grievance/Appeals Committee** will render a decision within **10 working days** of its meeting. The decision of the committee shall be final. ~~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.

**Note:** *The following standards are not legally required, but are **suggested as good practice**.*

### **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 1st** 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**

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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.

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

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

Office of Primary Responsibility: \_\_\_\_\_

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

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### **Date Approved:**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*

# Legal Citation for AP 4255 Disqualification and Dismissal

## Title 5 Sections 55033 and 55034

5 CCR § 55033

Cal. Admin. Code tit. 5, § 55033

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 3. PROBATION AND DISMISSAL

§ 55033. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a

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number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

5 CCR § 55034

Cal. Admin. Code tit. 5, § 55034

TITLE 5. EDUCATION  
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CHAPTER 6. CURRICULUM AND INSTRUCTION  
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ARTICLE 3. PROBATION AND DISMISSAL

§ 55034. Notification of Probation and Dismissal.

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.