

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4255 DISMISSAL AND READMISSION

References: Title 5 Sections 55033 and 55034

I. Standards for Dismissal:

A student who is on academic probation for two consecutive semesters and whose semester grade point average for both semesters is below 2.0 shall be subject to dismissal.

A student who is on progress probation shall be subject to dismissal if fifty percent or more of the cumulative units recorded in each of two consecutive semesters have an entry of "W", "I", "NC" or "NP". Military withdrawals ("MW") and excused withdrawals ("EW") are not included in the progress probation calculation.

II. Dismissal Notification:

A notice will be sent to dismissed students via Citrus College email informing the student that he/she has been dismissed for the semester. The notice will make reference to this procedure, and explain the dismissal process, the procedure for readmission and the procedure to appeal the dismissal.

III. Petition to Appeal Dismissal Because of Extenuating Circumstances

A student who has been dismissed from Citrus College may only appeal the decision if he/she encountered extenuating circumstances and can prove that these circumstances affected his/her scholastic performance. Petitions will be accepted in the Counseling & Advisement Center.

The completed petition will be forwarded to a committee consisting of at least one counselor, the Dean of Counseling and the Dean of Enrollment Services.

In support of their petition, students must provide the following:

- A. Proof of extenuating circumstances that kept the student from succeeding. Some examples of extenuating circumstances (and appropriate proof thereof) include: illness (letter from a physician), death in the family (death certificate of the family member), car accident (appropriate paperwork), change of work hours (work documentation), etc.
- B. A personal statement describing the extenuating circumstance and how the student's school work was affected.

- C. The decision of the committee will be communicated to the student within 10 working days of the deadline to appeal. The student may appeal the decision of the committee in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision by the committee. The decision of the Vice President of Student Services is final.
- D. If the student's dismissal appeal is granted, the student will be continued on probation for an additional semester. Approved students may be limited to a number of units and/or required to enroll in specific classes. 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 continue on probation.

IV. Petition for Readmission From Dismissal After One Semester

- A. A student who has been dismissed must sit out at least one semester. A dismissed student may file a petition with the Counseling & Advisement Center for readmission. The student will be required to make an appointment with a counselor to complete the petition process. A student may be limited to the number of units and/or required to enroll in specific classes. The petition will be reviewed by the Dean of Counseling and the Dean of Enrollment Services.
- B. A petition for readmission must be supported with evidence of readiness to do successful college work. The student is encouraged to meet with a counselor prior to registration each semester until he/she is removed from probationary status.

V. Readmission After Dismissal

A dismissed student who does not enroll at Citrus College for at least one semester will be reinstated. After each semester, the student's academic record will again be evaluated to determine whether the student should be removed from probation and dismissal, should be on probation, or should once again be dismissed.

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