

---

**Kern Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs**

---

**AP 4255 Dismissal and Readmission**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 55033 and 55034

**Note:** This procedure is **legally required**.

**Standards for Dismissal:** A student 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 three (3) consecutive semesters. A student 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 (3) three consecutive semesters reaches or exceeds fifty percent (50%).

**Dismissal Letter:** At a minimum, the letter notifying the student that the student is subject to dismissal will address:

- 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 Counseling Office within ten (10) business days prior to the start of the semester. If the student fails to file a written petition within ten (10) business days, the student waives all future rights to appeal the dismissal action. In the written petition, the student must provide a clear statement of the grounds on which continued enrollment should be granted, and must provide evidence supporting the reasons. Petitions will be reviewed by the appropriate personnel. The student will continue on probation until a determination is made regarding the student's appeal.

The decision of the College Vice President, or designee, will be communicated to the student in writing. The Vice President, or designee, will notify the student of its action within ten (10) business days of receipt of the student's appeal. The student may appeal the decision of the Vice President, or designee, in writing to a given designee within ten (10) working days of the date of notification of the decision. The decision of the Vice President is final. Each college

shall publish its specific processes.

If the dismissal appeal is granted, the student will continue on probation for an additional semester. At the end of the additional semester, the student's academic record will be reevaluated to determine whether the student may be continued on probation, removed from probation, or dismissed.

**Fall Dismissals:** Special circumstances may exist for dismissals after the Fall semester in the event that students enroll prior to the availability of Fall grades. "Subject to Dismissal" letters will be sent no later than one (1) month after the start of the Spring semester 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 semester grades must be submitted following notification during the Spring semester under the following conditions:

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

**Re-Admission after Dismissal:** In considering readmission after a dismissal and two-semester absence, the following criteria should be applied:

- Documented extenuating circumstances (considered during appeal);
- Marked improvement between the semesters in which disqualification was based;
- Semesters in which disqualification was based were atypical of past academic

performance;

- Formal or informal educational experiences since completion of semesters in which disqualification was based; and
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

A student who has been placed on academic probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

A student who has been placed on progress probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the percentage of units with entries of "W," "I," and "NC" was less than fifty percent (50%), in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

For the purposes of the corresponding procedures above, semesters shall be considered consecutive on the basis of student enrollment (e.g., Fall semester followed by a Fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled).

1. Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is between twenty-six percent (26%) and fifty percent (50%), may be admitted to any of the Kern CCD colleges, but limited to enrollment in seven units.
2. Students who are disqualified for a second time will be disqualified for a specific time period of either one (1) semester or one (1) year, depending on the circumstances. For this level of disqualification, students will have the right to appeal the decision to the College Vice President designated for this responsibility, but counselors/advisors are not authorized to override the disqualification. Readmission after disqualification also requires approval of the college Vice President designated for this responsibility. Disqualified students may be required to enroll in a class organized to meet the needs of students who demonstrate ongoing academic difficulties.
3. Students enrolled in a disqualified status will have strict holds placed on any change in class schedules, or registration for subsequent semesters. Disqualified students are required to have regular appointments with a counselor/advisor to discuss academic progress, plan for subsequent semesters, approval for any change in class schedules, and approval for subsequent registration.

4. Students enrolled under the status of "disqualified" whose grade point average for the current term is at least 2.0, or whose course completion rate for that term exceeds fifty percent (50%), will be removed from the disqualified list and readmitted under continued probation.