



# Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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## AP 4255 – Disqualification and Dismissal

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Approved by Leadership: January 2016

Reference: Title 5 Sections 55031 through 55034  
Education Code Sections 70901, 70902, and 76000

### Standards for Dismissal

After the conclusion of each fall and spring semester, student academic records are evaluated to identify students in probationary status. There are two types of probation: academic probation and progress probation.

#### *Academic Probation*

A student is placed on academic probation when their cumulative GPA is less than 2.0 in all units attempted that semester. Academic probationary status commences during the semester that at least 12 cumulative units have been attempted.

#### *Progress Probation*

A student is placed on progress probation when more than 50% of all units attempted in a semester are graded with the symbols "W," "I," and/or "NP." Progress probationary status commences during the semester that the student has enrolled in at least 12 cumulative units.

Students in probationary status are responsible for improving and maintaining satisfactory academic standing.

### Notification of Probationary Status

Students who have been placed on probationary status are notified by email. This notification includes:

- Explanation of probationary status
- Consequences of continuing in probationary status, including the loss of priority registration and Board of Governor's Fee Waiver eligibility
- Requirements to return to satisfactory academic standing
- Resources available to assist in improving academic standing

#### *Removal from Probation*

A student who has been placed on probation is removed from this status when:

- The Grade Point Average (GPA) in all units attempted at Butte College is greater than or equal to 2.0; and/or
- The percentage of all units attempted at Butte College graded with the symbols "W," "I," and/or "NP" is less than 50%.

## Dismissal

At the conclusion of each spring and fall semester, student academic records are evaluated to identify students in dismissal status. Students are identified for dismissal when one or more of the following conditions occur:

- The student has been on academic probation for three consecutive semesters; or
- The student has been on progress probation for three consecutive semesters

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, so long as a break in enrollment does not exceed one full primary term. Students who do not enroll for two or more primary terms will have their probationary status reset. Students placed in dismissal status may be required to sit-out for a period of up to one year.

## Reinstatement after Dismissal

### Dismissal with Progress

Demonstrated improvement in academic standing in the third probationary semester prior to dismissal is defined as: a.) GPA of 2.0 or better in that semester, and/or b.) 50% or more of units attempted that semester have been completed. Students with demonstrated improvement in academic standing in the third probationary semester prior to dismissal will be placed in dismissal status; however, these students:

- Will not be subject to a sit-out period
- Will be automatically granted reinstatement
- Will not be dropped from any classes in which they have enrolled in the subsequent semester

### Dismissal without Progress

*First Dismissal* - Students who have not demonstrated improvement in their academic standing in the third probationary semester prior to a first dismissal will be placed in dismissal status and:

- Will be required to sit-out one semester, complete a readmission workshop provided by Counseling and Advising and then
- Will be granted automatic reinstatement when the sit-out period is completed
- Will be dropped from any classes in which they have enrolled in the subsequent semester

### *Second Dismissal*

Students who have not demonstrated improvement in their academic standing in the third probationary semester prior to a second dismissal will be placed in dismissal status and:

- Will be required to sit-out one year
- Will be granted automatic reinstatement when the sit-out period is completed
- Will be dropped from any classes in which they have enrolled in the subsequent semester

### *Third or Subsequent Dismissal*

Students who have not demonstrated improvement in their academic standing in the third probationary semester prior to a third or subsequent dismissal will be placed in dismissal status and:

- Will be required to sit-out for at least one year
- Must submit a petition to the Academic Council to be reinstated. Petitions must be made in writing and contain a detailed plan for successfully completing educational goals
- Will be dropped from any classes in which they have enrolled in the subsequent semester

## **Notification of Dismissal Status**

Students who have been placed in dismissal status are notified by email. This notification includes:

- Explanation of dismissal status
- Classification of dismissal: dismissal with progress, first, second, third or subsequent
- Length of sit-out period
- Requirements for readmission
- Statement that the student has been dropped from any classes in which they were enrolled in the subsequent semester
- Referral to counseling and advising services to develop strategies for improvement
- Instructions and conditions to appeal for earlier reinstatement

## **Appeal of Dismissal**

Students with a documented catastrophic injury, illness or other medical condition or an extenuating, non-recurring circumstance beyond the student's control may submit a written petition to the Academic Council prior to the end of the third probationary semester to avoid a mandatory sit-out period. If approved by the Academic Council prior to the end of the third probationary semester, these students:

- Will be placed in dismissal status
- Will be granted reinstatement
- Will not be subject to a sit-out period
- Will not be dropped from any classes in which they are enrolled in the subsequent semester

Students with a documented catastrophic injury, illness or other medical condition or an extenuating, non-recurring circumstance beyond the student's control may submit a written petition to the Academic Council for reinstatement after dismissal. If the Academic Council approves the petition, these students:

- May not be subject to a sit-out period
- Will be granted reinstatement

Students challenging the probation and dismissal procedures outlined above or Academic Council decisions may appeal to the Dean of Student Services.

