INTRODUCTION

The District is required to adopt and publish procedures and conditions for dismissal, appeal of dismissal, and request for reinstatement. These procedures are outlined below. Standards for dismissal are defined in Board Rule Chapter VIII, Article II, “Academic Probation and Disqualification.”

I. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will receive notification of academic difficulty and availability of college support services before the student is dismissed.

A. Notification Timeline

   1. At the end of the first semester and in each subsequent semester for which the student is on academic or progress probation, the student will receive an electronic notification of their academic standing. The notification will also inform students of available college support services.
2. At the end of the third consecutive semester in which the student is on academic or progress probation, the student will be notified via electronic notification that he/she is subject to dismissal.

B. Fall Dismissals

1. Special circumstances exist for dismissals after the Fall semester has commenced due to the fact that students enroll before Fall grades are posted. Subject to Dismissal notifications will be sent no later than the end of March informing students:

   a. If the student is 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.

   b. If the student is not enrolled in the Spring semester, they have the right to appeal the dismissal in accordance with Section II.A.

C. Electronic Notification Letters

1. Probationary Notification. The electronic communication notifying the student of his/her probationary status will cover, at a minimum, the following points: explanation of the significance of being on probation and description of the services available.

2. Dismissal Notification. The electronic communication notifying the student that he/she is subject to dismissal will cover, at a minimum, the following points: reference to appropriate Board Rules, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal dismissal.

II. APPEAL OF DISMISSAL

The student has the right to file a written petition with the college Admissions and Records Office to appeal a proposed dismissal action, he/she experienced extenuating circumstances beyond his/her control which warrant an exception to the proposed dismissal.

A. Appeals Process

1. Except as provided in Section II.C. below, the student must file the written petition of appeal within fifteen (15) calendar days after the dismissal notification was sent. If the student fails to file a written petition within the 15-day period, the student waives all future rights to appeal the dismissal action. The petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.

2. The student will be continued on probation until the student’s appeal is concluded.

3. Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Vice President of Academic Affairs or his/her
designee, the Chief Student Services Officer or his/her designee, the Admissions and Records Officer or his/her designee, one Academic Senate representative and the Counseling Chair or his/her designee. The committee will designate a chair of record.

4. The Appeals Committee will consider the request and issue its decision by electronic notification. The Admissions and Records Officer will notify the student of the committee’s action electronically within 15 calendar days of the filing deadline.

5. The student may appeal the decision of the Appeals Committee, in writing, to the College President or designee within 5 working days of the date of notification. The decision of the College President, or his/her designee, is final.

6. If the appeal of the dismissal is granted, the student will be continued on probation for an additional semester. At the end of that semester, the student’s academic record will be evaluated to determine whether the student shall be removed from probation, dismissed, or continued on probation.

B. Standards for Evaluating Appeals

Dis dismissal appeals may be granted:

1. If the dismissal determination is based on the academic record for a 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. The student’s petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.

2. When there is evidence of significant improvement in academic achievement, colleges may make as a condition of granting an appeal that the student meet certain requirements designed to aid him/her to improve his/her academic performance, such as obtaining academic counseling, and/or limiting course load.

C. Appeals Timeline for Dismissals as a Result of Fall Semester Grades

Appeals for students subject to dismissal as a result of the Fall grades must be filed within 10 calendar days of notification during the Spring semester. The following conditions apply:

1. 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 evaluated at the end of the Spring semester.

2. Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set in Section II.A.
III. CRITERIA TO EVALUATE STUDENTS SEEKING RE-ADMISSION AFTER DISMISSAL

Uniform criteria will be used in considering whether or not students may be re-admitted after a dismissal and two semesters absence. The following criteria will be considered in reviewing individual situations:

1. Documented extenuating circumstances presented during their appeal.
2. Marked improvement at an educational institution outside of the LACCD during the time the disqualification was in effect.
3. Semesters on which disqualification was based were atypical of past academic performance.
4. Improved GPA as a result of grade changes, fulfillment of incompletes, or academic renewal.

Original Issue Date: March, 1986
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Initiated by: Educational Support Services
References: Board Rules 8202.10, 8202.11 and 8202.14

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