

AR 4255 DISMISSAL AND REINSTATEMENT

Santa Monica College recognizes that student success is a shared responsibility between the District and the student. The College provides a broad range of academic courses, student support services, counseling and academic programs to help students achieve their goals. The College shall ensure that students have equitable access to counseling and other student support services. The District shall include provisions for proactive interventions such as GPS (Gateway to Persistence and Success), in cases of multiple withdrawals

1. Standards for Academic and Progress Dismissal

- a. A student who is on academic probation is subject to dismissal when the student has earned a SMC cumulative grade point average (gpa) below a 2.0, in all units attempted in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one full primary semester (Fall/Spring).
However, a student who earns a semester grade point average of 2.0 or higher at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the semester gpa and the cumulative gpa is below a 2.0, the student will be dismissed.
- b. A student who is on progress probation is subject to dismissal when the student receives notations of "W" (Withdrawal), "I" (Incomplete), or "NP" (No Pass) in 50% or more of all units enrolled in each of three (3) consecutive semesters, so long as the break in the student's enrollment does not exceed one full primary semester (Fall/Spring).
However, a student who completes less than 50% of the units enrolled with notations of "W", "I" or "NP" at the end of the third consecutive semester will not be dismissed. If in the subsequent semester, the student completes more than 50% of the units enrolled with notations of "W", "I" or "NP" and the cumulative units enrolled with notations of "W", "I" or "NP" is 50% or above, the student will be dismissed.
- c. A student who is either on academic and/or progress probation is subject to dismissal at the end of the third consecutive semester of either probation type, so long as the break in the student's enrollment does not exceed one full primary semester (Fall/Spring). If at the end of the third consecutive semester, the semester gpa is a 2.0 or the student completes less than 50% of units enrolled with notations of "W", "I" or "NP", the student will not be dismissed. If in the subsequent semester, the semester gpa is less than a 2.0 and the cumulative gpa is below a 2.0 and/or the student completes more than 50% of the units enrolled with notations of "W", "I" or "NP" and the cumulative units enrolled with notations of "W", "I" or "NP" is 50% or above, the student will be dismissed.

Military withdrawals (MW) and Excused withdrawals (EW) shall not be included in progress probation or progress dismissal calculations.

2. Notification of Academic and Progress Dismissal

The notification will cover the type of dismissal, an explanation of what dismissal means and its impact, and the procedure for reinstatement while also providing counseling and other support services.

3. Petition for Reinstatement

A student on dismissal may complete a “Petition for Reinstatement” which will include their current academic goal, the circumstances that led to their dismissal and their success plan. A counselor will review the petition, determine if the student will be reinstated and confirm unit limitations. If reinstated, the counselor will identify support services or counseling programs, recommend courses, and create either an abbreviated or comprehensive educational plan that reflects the student’s current academic goal per Title 5 §55520 Required Services and §55524 Student Education Plan.

Reinstated students are limited to three (3) units in the winter/summer session and six (6) units in the fall/spring semester, unless the counselor determines an exception is warranted. A student who sits out for two full consecutive semesters (Fall/Spring) or longer breaks consecutive enrollment for standards of dismissal. The student will need to complete the SMC online application and a “petition for reinstatement”.

After the second or subsequent consecutive dismissal, students are required to meet with a counselor to determine reinstatement and may be required to sit out for one semester or longer unless an appeal is granted.

4. Dismissals from Another College

Students on academic or progress dismissal from other institutions will be required to complete the “Petition for Reinstatement” and encouraged to submit an unofficial copy of their transcript(s). *In some cases, unofficial transcripts may not be available to students.*

Reinstated students are limited to three (3) units in the winter/summer session and six (6) units in the fall/spring semester, unless the counselor determines an exception is warranted.

5. Appeal Process

A student has the right to appeal the denial of a reinstatement or the unit limitations by submitting a counseling “Special Consideration Request”. The appeal response will be communicated to the student within 5-10 business days.

6. Removal from Dismissal

Students who have met the SMC Standards for Academic and/or Progress Achievement per AR 4250 Probation at the end of Fall/Spring semester will be notified by email.

7. Transcript Notations

Notations are limited to Academic Probation, Progress Probation, Academic Dismissal and Progress Dismissal and are only annotated at the end of Fall/Spring semester.

8. Probation, Dismissal, Readmission Data Reporting

The Vice President of Student Services shall provide to the Board of Trustees an annual report of the number of students who were placed on probation, dismissal, and reinstatement. This report must disaggregate the students by race/ethnicity, gender, age, or any other characteristic identified by the Board of Trustees.

Also see BP/AR 4250 Probation, BP/AR 5500 Standards of Student Conduct, AR 5520 Student Discipline Procedures, and AR 5530 Student Rights and Grievances

References:

Title 5 Sections 55031-55034, 55520 and 55524
Education Code 70902

Approved: September 16, 2003

Revised: April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016; October 26, 2022 SC
(Replaces SMC AR 4342)

❖ From current SMC AR 4342 Standards of Student Success – Probation and Disqualification

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services and programs to help students meet their goals. In order to achieve their goals, SMC students are expected to take responsibility for meeting the SMC Student Success Standards of “Academic Achievement” and “Timely Progress” as defined below:

1. Standards of Student Success

- a. Academic Achievement:** A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA of 2.0 or higher meets the standards of academic achievement. The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.
- b. Timely Progress:** A student who has enrolled in 12 or more cumulative units and receives less than 50% total of “W,” “I,” “NC” or “NP” notations has met the standards of timely progress.

2. Probation

Students who do not meet the conditions of academic achievement or timely progress will be placed on academic and/or progress probation. Students on probationary status are limited to an enrollment maximum of nine (9) units in a fall or spring semester and an enrollment maximum of five (5) units in a winter or summer intersession. Probationary students may also face restrictions from financial aid and/or SMC special programs in which they are involved.

There are two types of Probation: “Academic Probation” and “Progress Probation.”

- **Academic Probation:** A student who has attempted 12 or more cumulative units of graded coursework and earned a cumulative total SMC GPA less than a 2.0 is placed on academic probation.

The cumulative total SMC GPA includes grades from all SMC courses, but does not include grades received at other colleges or universities.

- **Progress Probation:** A student who has enrolled in 12 or more cumulative units and receives 50% or more “W,” “I,” “NC,” or “NP” notations is placed on progress probation.

~~**Probationary Status Removal:** Once a student's status becomes probationary, the student should meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a Student Success Plan, including a comprehensive student education plan. Probationary status will be removed when the student meets the Standards of Student Success, as stated above.~~

- ~~a. If the student is on academic probation, probationary status will be removed once the cumulative total SMC GPA returns to 2.0 or higher.~~
- ~~b. If the student is on Progress Probation, probationary status will be removed once the percentage of cumulative "W," "I," "NC," or "NP" grades no longer exceeds 50 percent.~~

~~After two consecutive semesters of academic and/or progress probationary status, a student will be subject to a lower enrollment priority as stated in AR 5055 Enrollment Priorities. A student with demonstrated extenuating circumstances may appeal the loss of enrollment priority with Admissions and Records.~~

~~Effective Fall 2016, a student will lose eligibility for the Board of Governors Fee Waiver after two consecutive semesters of academic and/or progress probationary status. Foster youth are exempted. A student with demonstrated extenuating circumstances may file an appeal with the Financial Aid Office.~~

~~3. Disqualification~~

~~Any student on academic or progress probation for two consecutive semesters will be subject to disqualification. There are two types of Disqualification: "Academic Disqualification" and "Progress Disqualification."~~

- ~~a. Academic Disqualification will result if the cumulative total SMC GPA below a 2.0 is earned in the semester (fall or spring) following any semester of academic probationary status. However, any student on academic probation whose most recent regular semester grade point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.~~
- ~~b. Progress Disqualification will result if the cumulative SMC percentage of "W," "I," "NC," or "NP" notations received exceeds the allowed percentages, as defined in Progress Probation section 2(b), in the semester (fall or spring) following a semester of progress probationary status. However, any student on progress probation whose most recent regular semester work does not exceed 50% of "W," "I," "NC," and "NP" notations shall not be disqualified, but shall be continued on lack of progress probation.~~

~~Disqualification is a serious academic matter, as it means a student has been dismissed from Santa Monica College. Disqualified students are not eligible to enroll in courses at Santa Monica College, receive financial aid, and/or participate in SMC programs. In addition, disqualified students are often ineligible to transfer to other colleges or universities. Students who become disqualified after enrolling for the following semester will be administratively dropped from all enrolled classes, unless reinstated by a counselor.~~

~~4. Reinstatement after Disqualification for academic or lack of progress reasons~~

~~Reinstatement to SMC after disqualification is generally based on the number of times a student has been disqualified. Students transferring to SMC who have been disqualified from other institutions for academic or lack of progress reasons will be subject to the same reinstatement policy as SMC students. Students coming from other institutions must submit all college transcripts before being considered for reinstatement.~~

~~The following is the SMC Disqualified Student Reinstatement Policy:~~

- ~~a. All disqualified students wishing to be considered for reinstatement are required to submit a Petition for Reinstatement by the stated deadline for each term, as established by the Counseling Department.~~

~~If a counselor determines that there is justification to reinstate a student, the student will be considered a readmitted disqualified student. The student will be allowed to enroll in up to a maximum of 6 units for a regular semester and up to a maximum of 3 units for winter and summer intersession, unless counselor determines an exception is warranted. Once the student's status has changed to probationary status, the student will be limited to a maximum of 9 units for a regular semester and a maximum of 5 units for winter and summer intersession. Once students meet the SMC Standards of Student Success, they will not have such unit limitations.~~

- ~~b. After the first disqualification, students wishing to be considered for reinstatement to SMC are required to meet with a counselor to develop a Student Success Plan and petition for reinstatement for the desired semester.~~

- ~~c. After the second disqualification, students are required to sit out for at least one semester. Students wishing to petition for reinstatement must meet with a counselor to develop a Student Success Plan. The counselor may determine any additional requirements to be met for reinstatement, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.~~

- ~~d. After the third disqualification (and each disqualification thereafter), students are required to sit out for at least one year. Readmission to SMC after the year has passed will require a new application to SMC, a petition for reinstatement and must meet with a counselor to discuss possible readmission and to develop a Student Success Plan. The counselor may determine any additional requirements to be met for readmission, for example, attendance at another college and the completion of a certain number of units with a certain grade point average may be required.~~

- ~~e. After two consecutive semesters of probationary status, disqualified status or readmitted status, students will be subject to a lower enrollment priority as stated in AR 4111.8 Enrollment Priorities.~~

~~5. Reinstatement after disqualification for other reasons~~

~~Students disqualified, suspended, expelled from other institutions for disciplinary issues should meet with the Admissions and Records supervisor to resolve their enrollment status.~~

~~Reference: Title 5, Sections 55030—55034~~

Approved: September 16, 2003

Revised: April 10, 2010; November 20, 2012; May 3, 2013; April 27, 2016;

~~(Replaces SMC AR 4342)~~

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this regulation in August 2006, February 2008, and October 2013. The language in **green ink** is from current SMC AR 4342 Standards of Student Success – Probation and Disqualification (the first half of current SMC AR 4342 related to probation is in new AR 4250 Probation and the second half of current SMC AR 4342 related to disqualification and reinstatement is reflected above). The language in **black ink** is from current SMC AR 4344 Dismissal of Students for Behavior or Performance that is Unsafe or Contrary to Program Standards approved on April 29, 2003 and revised on November 27, 2013 and in May 2014. The language in **blue ink** is included for consideration. The language in **yellow highlighting** (above in this regulation) is included to draw the reviewers' attention, and this language will be removed upon final approval.

Approved: April 29, 2003

Revised: November 27, 2013; May 2014

(Replaces section of AR 4344)

PROPOSED CHANGES IN TITLE 5

§ 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 student receives symbols of “W,” “I,” or “NP” (as defined in sections 55023 and 55030) in fifty percent (50 percent) or more of all units in which a student has enrolled.*
- (c) *The governing board of a community college district may adopt standards for probation, **provided any such standard is at least as favorable to student progress as the standards established in subdivisions (a) and (b).***

§ 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,” and “NP” (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, appeal of probation, and requests for removal from probation. Any such standard must be at least as favorable to student progress as the standards established in subdivisions (a) and (b).

§ 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," and "NP" (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. Any such standard must be at least as favorable to student progress as the standards established in subdivisions (a) and (b).

Legal Citations for AR 4255

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

§ 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.

§ 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.

§ 55520. Required Services.

- (d) assistance in developing a student education plan pursuant to section 55524, which identifies the student's education goal, course of study, and the courses, services, and programs to be used to achieve them;
- (e) follow-up services, pursuant to section 55525, to evaluate the academic progress of, and provide support services to, at risk students; and

(f) referral of students to:

(1) support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services, foster youth support services, veterans support services, and Disabled Students Programs and Services; and

§ 55524. Student Education Plan.

(a) Each district or college shall establish a process that takes into consideration the student services and instructional resources available for assisting students to select an education goal and course of study within a reasonable time after admission as required by section 55530(d). This shall include, but not be limited to, the provision of counseling as required by section 55523.

(2) Comprehensive. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive plan helps the student achieve their course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.

(c) Once a continuing nonexempt student has selected an education goal and course of study, the district shall make a reasonable effort to afford the student the opportunity to develop a comprehensive student education plan describing the responsibilities of the student, the requirements he or she must meet, and the courses, programs, and services required and available to achieve the stated goal.

(d) The student education plan developed pursuant to subdivision (b) shall be accessible, timely, and recorded in electronic form. The plan and its implementation shall be reviewed as necessary to ensure that it continues to accurately reflect the needs and goals of the student. Districts or colleges shall make a reasonable effort to not duplicate education planning processes including for students participating in special programs.

(e) If a student believes the district or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a).

From the League:

NOTE: This policy is *legally required*. The following standards are the minimum standards defined in Title 5. Boards may adopt more stringent standards as specified in 55031-55034, and if they have done so, board policy must reflect those standards.

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 50 percent.

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 **[state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.]**

Readmission

A student who has been dismissed may request reinstatement **[conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed]**.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The **[CEO]** shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

NOTE: *The following language is Optional:*

Probation, Dismissal, Readmission Data Reporting

The **[CEO]** shall develop and provide to the Board for review **[specify annual or other interval]** report of the number of students who were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

Revised 8/07, 10/13, 4/18, 4/21