

2624 – Program Dismissal

Students admitted to specific academic or career technical education programs have responsibilities and requirements including those found in the College's Student Handbook and the respective program's handbook. The responsibilities and requirements are ethical, legal, and/or academic in nature, but also include standards of professionalism.

Dismissal from a program is never arbitrary, but results from a clear pattern of behavior or performance that conflicts with a program's policies and values. Typically, a student is dismissed after failing to meet program responsibilities and requirements and then subsequently failing an assigned learning agreement or education plan to remediate the identified concerns.

In the event a student is dismissed from an academic or career technical program, the student may appeal the dismissal decision. The program dismissal action will remain in effect during the dismissal appeal, unless otherwise directed by the Vice-President of Instruction.

Appeal of Academic Dismissal Process

Within five college business days of academic program dismissal, the student is to submit written documentation to the Vice President of Instruction's Office explaining their situation (documentation may be hard-copy or electronic). This written documentation is to include:

- Student's name and Barton ID number
- Name of the academic program and date of dismissal
- Name of the college representative who conveyed the program dismissal information
- Any documentation provided to the student at the time of dismissal
- Student explanation of why re-instatement in the program is warranted and any supporting documentation

The Vice President of Instruction will convene a three-member Appeals Committee to review the appeal and render a decision. The committee will include the Vice President of Instruction, Vice President of Student Services and a third appointed member from Instruction or Student Services. The Appeals Committee shall set a hearing as soon as possible after the appeal has been received. The notice of the time, date, and place of the hearing shall be shared with the committee membership and the student appealing the program dismissal no less than three (3) College business days prior to the hearing.

- The committee will review the information submitted by the student.
- The committee will contact the program representative who conveyed the dismissal and request additional relevant documentation.
- The committee may request additional information or documentation from the student prior to the hearing. The committee may also request a meeting with the student prior to the hearing and/or during the hearing.
- Within three college business days of the committee meeting, the student will be notified of the appeal determination. Notice of the decision shall be served utilizing Barton's conduct software, from a Barton representative's Barton-issued email account to the student's Barton issued email account, in person, by certified mail, or by regular mail.

Within five college business days of receiving the Appeal Committee's decision, the student may choose to appeal the ruling if one of the following outcomes exist:

- ✓ There is new evidence which was not presented to the Appeal Committee.
- ✓ Evidence exists of a process failure (i.e., the student was treated unfairly by the Appeals Committee, etc.).

If the student chooses to appeal, they should contact the Administrative Assistant to the President and schedule a meeting with the president. All pertinent written documentation must be submitted to the Administrative Assistant in advance of the scheduled meeting.

The President will review the students appeal including available documentation, and present the student with a written determination within 10 college business days. The President's decision is final.

Contact(s): Vice President of Instruction; Vice President of Administration

Related Form(s):

Relevant Policy or Procedure(s): [1617-Program Dismissal](#)

Approved by: President

Date:

Revision(s):