

**WEST LOS ANGELES COLLEGE**  
**Student Services Division**  
**Procedures for Academic and Progress Disqualification**

REV 1-2008

- 1) The Admission and Records office is the responsible party for mailing the dismissal letter and purple dismissal petition to students on the academic probation/dismissal list. The letter will instruct the student to request a counseling appointment before the set deadline to discuss their academic status and to generate an educational plan. Students may request a counseling appointment with their EOP&S, DSPS, Cal WORKS, Athletics counselor or at the General Counseling office.
- 2) The counselor will review the student's academic record, generate an educational plan and determine the unit limit. All Counselors will have full authority to determine the unit limit and whether or not to approve the reinstatement to the college. If a student is dissatisfied with the counselor's decision/recommendation, they may appeal to the Vice President of Student Services for re-consideration.
- 3) The counselor will sign the purple dismissal petition, identify the unit limit and clearly state on the educational plan the course(s) the student must enroll in for the forthcoming semester. The completed dismissal petition and the educational plan will be collected by the department completing the petition (i.e. General Counseling, EOP&S, DSPS, etc.). The assigned representative from that department will forward the dismissal petition and educational plan to the Admission and Records office daily (by the close of business) to clear the hold and to set the unit limit. Students will be given a copy of their educational plan and instructed to enroll in the class(es) stipulated on the plan.
- 4) Within 48 hours the unit limit will be posted by the Admissions and Records office. Please inform students to check on-line for their appointment date and time.

**Instruction to check on-line**

Go to [www.wlac.edu](http://www.wlac.edu), click on Admission Services, then click on register/add/drop a class and then click on "Student Information System" in the blue box. Click on "Student Information System" again and the student will be prompted for their student identification and pin number.

Please note, once a student's petition has been approved and processed by the Admissions and Records office do not grant an "excess unit card" to the student. Please check the S004 screen on DEC for Code 4, 5, or 6 in the probation section. Code 4, 5, or 6 represent academic dismissal for academic, progress or both.

Offices with an identified population, i.e. EOP&S, DSPS, CalWORKs, will receive a copy of the dismissal roster from the Admissions and Records office. Please highlight the students' names on the roster of those you have seen and submitted a petition for. This information can be used as an internal audit.

