



# Dismissal from Cohort-Based or Competitive Entry Program Policy and Procedure

## Instruction

Policy Number: 2240

### 1.0 PURPOSE

This policy provides uniform guidance for removing a student from a cohort-based or competitive entry programs at Columbia Basin College.

### 2.0 AUTHORITY & SCOPE

**2.1 Authority:** WAC 132S-90-030

**2.2 Scope:** Student, faculty, and staff involved in cohort-based or competitive entry programs.

### 3.0 DEFINITIONS

**3.1 Cohort-based or competitive entry program** is defined as any program at Columbia Basin College that requires a secondary admission process and functions in which students are part of a cohort, moving through the coursework at the same pace. CBC may add new cohort-based or competitive admission programs through the standard curriculum process.

**3.2 Dismissal from a cohort-based or competitive entry program** is defined as the removal of a student from the academic program due to a failure to uphold or consistently meet the academic, professional, and/or ethical standards stipulated by the program as outlined in the program's handbook.

**3.3 Academic, professional and ethical standards** are clarified in each program handbook and may include satisfactory grade point average, demonstrating proficiency in both lab and/or clinical skills, complying with safety standards, upholding academic integrity, and adhering to legal and institutional policies.

### 4.0 COHORT-BASED OR COMPETATIVE ENTRY PROGRAM DISMISSAL POLICY AND PROCEDURE

**4.1 Initiation of Dismissal Procedure:** Once a student has been identified as potentially subject to dismissal, the Dean, Director, or Faculty Program Director, appropriate Faculty Lead or Coordinator initiates a comprehensive review of the student information. This includes an evaluation of the student's academic records, behavioral conduct, performance, and any relevant incidents that may violate expectations found in the program handbook.

**4.2 Notification of Potential Dismissal:** The student is then informed about the potential dismissal via the Academic Progress Alert, sent in writing. This communication outlines the specific reasons under consideration for the dismissal.

- 4.3 Meeting and Review:** The appropriate CBC employee overseeing the program arranges a meeting with the student to discuss the potential dismissal and review the evidence gathered. Other attendees at this meeting may include program faculty or the school's instructional dean.
- 4.4 Decision on Dismissal:** Following this review meeting, the CBC employee overseeing the program will make a decision on whether to proceed with the dismissal. A decision is based on all relevant information and discussions from the meeting with the student. A written decision will be issued to the student, but an emailed copy of the decision will also be sent. Students who are dismissed from a cohort program will be removed from classes, clinical rotations, and labs pending any appeal.
- 4.5 Appeal Rights:** If the dismissal is confirmed, students have the right to appeal the decision with the school's Cohort Dismissal Appeal Workgroup. Students must submit their written appeal, which includes a personal statement and any supporting documentation, within three working days of receiving their dismissal notice to the Dean of the School. Appeals must be submitted through the student's official CBC email account. Appeals will not be accepted after the three working days. The student is entitled to consult with an advisor on the process and information to be included in the appeal.
- 4.6 Ombudsperson:** The Executive Assistant for the Office of Instruction is available to walk through the appeal process with students in advance of submitting an appeal.
- 4.7 Cohort Dismissal Appeal Workgroup Process:** The Cohort Dismissal Appeal Workgroup (see 4.10 for composition) is committed to reviewing and reaching a decision on these appeals within three working days from the date of submission. In cases where the dismissal is upheld, the program's faculty and director commence with the dismissal procedures. This could involve the student's removal from lectures, externship or clinical rotations, and other associated program activities. The decision of the Cohort Dismissal Appeal Workgroup is final. The student will be notified of the decision by email and in writing.
- 4.8 Dismissal Decision Confirmed:** If the Cohort Dismissal Appeal Workgroup confirms that the decision to dismiss the student was warranted based on the evidence presented, the decision is final. The College will use appropriate processes to remove the student from courses in the program. No appeal can go beyond the workgroup. A student dismissed from a cohort-program is not dismissed from the college and may enroll in classes outside the program.
- 4.9 Dismissal Decision Overturned:** If the dismissal is overturned by the workgroup, the student will be readmitted to the program at the earliest possible opportunity. Reinstated students are responsible for completing any missed coursework and other program requirements to the satisfaction of the program director and/or faculty.
- 4.10 Cohort Dismissal Workgroup composition:** Within each instructional school or division, the workgroup will be a standing workgroup of individuals prepared to meet and review an appealed dismissal within the timeframes outlined in this policy. Faculty and administrative workgroup members will be appointed by the

Dean of the School prior to the start of fall quarter each year. The Cohort Dismissal Appeal Workgroup will be comprised of the following individuals:

- 4.10.1** The Dean of the School
- 4.10.2** The faculty program director, lead or coordinator of the student's program
- 4.10.3** A program director, lead, or coordinator from an instructional school or division outside the student's program
- 4.10.4** A faculty member from another program or area of specialty outside the student's program but within the instructional school or division, if possible
- 4.10.5** A faculty member from another program or area of specialty outside the program's instructional school or division

#### **4.11 Cohort Dismissal Appeal Workgroup Procedure**

- 4.11.1 Receipt an Appeal:** When the Dean of the School receives an appeal, the workgroup members will be informed, and all relevant documentation will be distributed to them. This will include the documentation collected to support the initial dismissal decision, the student's written appeal, personal statement, and any additional supporting documents provided by the student.
- 4.11.2 Reviewing the Appeal:** The Cohort Dismissal Appeal Workgroup members will independently review the appeal and supporting documents. They should consider the reasons for the dismissal, the student's perspective as outlined in the personal statement, and any evidence provided.
- 4.11.3 Convening a Meeting:** A meeting will be scheduled to occur within three working days of receiving the appeal. All workgroup members should make every effort to attend this meeting. If a workgroup member is unavailable, a suitable alternate should be identified.
- 4.11.4 Meeting Agenda:** The meeting will open with a brief review of the dismissal and the student's appeal. Each member will then have the opportunity to share their thoughts and perspectives. The workgroup will thoroughly discuss the case and review all relevant documents and evidence. The student will not be present at this meeting, but the Workgroup will review all documents provided by the student.
- 4.11.5 Reaching a Decision:** The Cohort Dismissal Appeal Workgroup should reach a decision through consensus. If a consensus cannot be reached, a vote will be taken, with the majority decision being adopted. The decision is final.
- 4.11.6 Documenting the Decision:** The workgroup's decision, along with a brief explanation of the reasons behind it, will be documented in a formal letter to the student.
- 4.11.7 Communication:** The workgroup will communicate its decision, via CBC email, to the student in writing within one working day of the decision being made. This letter should include the reasons for the decision and, if the dismissal is upheld, any information about future

steps, such as reapplication procedures or alternative resources. The student will be informed that they will be withdrawn by the College from classes in the program.

If any information from the Cohort Dismissal Appeal Workgroup might indicate a potential violation of the Student Code of Conduct, the Dean of the School will notify the Assistant Dean for Student Conduct and Student Life for review.

## **5.0 FORMS & OTHER RESOURCES**

CBC Academic Progress Alert

## **6.0 HISTORY & POLICY CONTACT**

**6.1 Originated:** 05/2026

**6.2 Revised:** N/A

**6.3 Proposal Date:** 07/2026

**6.4 Policy Review:** N/A

**6.5 Promulgation Date:** 08/2026

**6.6 Responsible Administrator:** Vice President for Instruction