

## CONTINUED ENROLLMENT ON PROBATION

Students whose status is Academic Probation but who wish to continue their enrollment and have earned a 2.0 GPA for the semester, but still have a cumulative GPA of less than 2.0, may continue their studies at CCCC as long as they maintain a current 2.0 GPA for each subsequent term. Students on Continued Enrollment on Probation status will have a hold placed on their records and will be required to meet with the Assistant Director of Academic Advising prior to registering for classes. Enrollment stipulations (maximum of 12 hours) and a plan for raising the student's GPA will be required as conditions for continued enrollment.

## ACADEMIC SUSPENSION

Academic Suspension occurs when a student whose previous status was Continued Enrollment on Probation fails to earn a 2.0 GPA for the current semester and has a cumulative GPA below 2.0. Students with this status will be suspended from the college for one regular (16-week) semester.

Students who registered early and are subsequently placed on Academic Suspension will be officially notified of their suspension status.

## READMISSION AFTER A PERIOD OF ACADEMIC SUSPENSION

After a period of Academic Suspension (one regular (16-week) semester), a student may be readmitted with Academic Probation status. Before readmission, the student must meet with the Assistant Director of Academic Advising and complete a Petition for Readmission. The meeting with the Assistant Director of Academic Advising is designed to assist the student in formulating an individualized plan for success.

## ACADEMIC DISMISSAL

Students who were previously on Academic Suspension, have been readmitted on probationary status, and did not earn a 2.0 GPA for the current semester will automatically be dismissed from the college for a period of one academic year [two regular (16-week) semesters].

## READMISSION AFTER A PERIOD OF ACADEMIC DISMISSAL

To be considered for readmission to CCCC, students must meet with the Assistant Director of Academic Advising, submit a Petition for Readmission, and meet other re-enrollment requirements based on the student's individual situation, as determined in consultation with the Assistant Director of Academic Advising.

## STUDENTS ON PROBATION, SUSPENSION, OR DISMISSAL FROM OTHER COLLEGES

Students seeking admission to CCCC after being on probation or being suspended or dismissed from other colleges may seek

enrollment at CCCC. To be considered for admission, the student is required to:

1. Complete a CCCC Application for Admission.
2. Meet with the Assistant Director of Academic Advising.
3. Have an official transcript(s) of the most recent college attended on file with CCCC or have an official transcript from the most recent college attended, in hand, at the initial meeting.
4. Enroll in a study skills class, with total enrollment not to exceed 12 credit hours.

For final consideration, students must complete the interview process with the Assistant Director of Academic Advising prior to the first day of class.

## RIGHT OF APPEAL

A student placed on Academic Dismissal has the right to appeal to the Academic Progress Appeals Committee. Membership of the Academic Progress Appeals Committee includes the Dean of Students, the Registrar/Director of Admissions, the Director of Academic Advising, the Assistant Director of Academic Advising, and a faculty member.

The appeal process will allow a student to appeal a dismissal for unsatisfactory academic progress based upon: (a) the death of a relative, (b) an injury or illness of the student, or (c) other special circumstances.

A student who wishes to appeal must do so in writing to the Director or Assistant Director of Academic Advising within 10 calendar days of written notice of the dismissal.

## STUDENT CLASSIFICATIONS

- **Freshman:** A student who has successfully completed fewer than 30 quality hours.
- **Sophomore:** A student who has successfully completed 30 or more quality hours, but has not earned a degree.
- **Full-time:** A student enrolled for 12 credit hours or more in a regular (16-week) semester, six credit hours or more in a five-week summer session, or nine credit hours or more in a 10-week summer session.
- **Part-time:** A student enrolled for 11 credit hours or less in a regular (16-week) semester, five credit hours or less in a five-week summer session, or eight credit hours or less in a 10-week summer session.

Classification varies for courses meeting on alternative or accelerated schedules.

Students with disabilities should contact the ACCESS office at 972.881.5898 for student classification/load information.

## STUDENT SELF-SERVICE ENROLLMENT VERIFICATION

This program provides students with on-line access to enrollment verification services from the National Student