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COMMUNITY COLLEGE OF
DENVER

CREDIT COMPLETION WARNING 3 APPEAL

CCD recognizes the value of Credit Completion for all students in regard to retention, transfer and credential attainment. We have established the following practices and procedures for measuring credit completion progress. All students must meet the standards of credit completion progress in order to be successful at CCD.

This packet includes information that students are required to complete in order to continue to register for classes at the Community College of Denver (CCD). A college education demands some adjustments, new habits and time management which are critical, especially related to the meaning of a **Credit Completion Warning 3**. This packet is designed to help students make necessary changes so that they can return to a Good Academic Standing.

In order to appeal the Credit Completion **Warning 3** status and to be able to register for classes, students are required to submit a **typed letter** with their appeal. Explanation should be included explaining the circumstances that lead to the **Warning 3** status and should outline steps that will be taken by the student to improve their situation so that they can achieve their educational goals. Students must schedule an appointment with their General Studies Advisor or Program Advisor to **complete the appeal.**

If you have multiple appeal processes that require a "typed letter or personal statement", you may use the same letter. However, please change it as needed to fit the content requirements outlined in each appeal.

The Credit Completion committee will review each appeal packet and reach a decision. Students will receive notification of the decision within two weeks after the review. The committee has the right to determine the number of credits students will be allowed to register for if approved. **Please NOTE**: **The last day to submit an appeal packet is two weeks prior to the posted start date of each semester.** If a student submits an appeal later than the two-week window, it will be considered for the following semester. **No <u>late registrations</u> will be allowed for students on credit completion warning 3.**

We believe all students are capable of succeeding at the Community College of Denver. Making good decisions will help students to be more successful in meeting their educational goals.

STUDENTS MUST MAKE AN APPOINTMENT WITH THEIR ADVISOR TO REVIEW THEIR APPEAL

Credit Completion Warning 3 Appeal

Credit Completion Definitions

Credit Completion Progress include all credit classes (developmental and college level), which will be calculate the percent of attempted credits passed including summer classes.

- Only courses taken at CCD will be used to calculations at CCD. Courses taken elsewhere and transferred in do not apply.
- The credit completion rate for this procedure will not necessarily match those for financial aid purposes.
- Grades considered to be passing when computing the percentage of attempted credits passed are as follows: A,B,C,D,S/A,S/B,S/C, and S
- Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

Credit Completion Standards

- A student in "**Initial Standing**" has attempted fewer than 9 credit hour swill not be assessed for credit completion.
- A student is considered in **"Good Standing"** who has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least **50%.**
- A student is placed on **"Warning 1"** when the student has attempted at least 9 cumulative credits hours cumulative of completion rate of **less** than **50%** for the first time.
- A student is considered on **"Warning 2"** when the student attempted at least 9 cumulative credit hours and has a cumulative course completion rate of **less** than **50%** for the second time.
- A student is placed on **"Warming 3"** when the student has attempted at least 9 cumulative credit hours and course completion rate of **less** than **50%** for the third time.

Credit Completion WARNING Rules

- Students on **Warning 1** will receive a communication regarding their credit completion status and will be given information on student support services at CCD.
- Students on **Warning 2** will receive a communication regarding their credit completion status and will have a credit completion registration **HOLD** placed on their CCD student account until they meet with an academic or program advisor.
- Students on **Warning 3** will receive a communication regarding their credit completion status and will have a credit completion registration **HOLD** placed on their CCD student account until they meet with an academic or program advisor. CCD reserves the right to limit the number of credits hours the student may enroll in when placed on **WARNING 3** status. The status of the student will be determined by the committee once the appeal has been submitted.

Students, who are experiencing academic difficulties, are requested to take immediate action to improve their academic performance to avoid continuing warning status. Students can request help from a variety of academic resources available on campus.

I have read and understand the information contained above:

Student Name (print): _____

Student Signature: _____ Date: _____

Credit Completion Warning 3 Appeal

Student Name (print): _____

S# : _____ Phone# : _____

Email: _____@student.cccs.edu

Note: Your official CCD email account is the only email CCD will accept for correspondence.

CCD Program: _____

☐AA ☐AS ☐AGS ☐AAS ☐Certificate Cumulative G.P.A: _____

Please fill out the schedule below with a General Studies Advisor or Program Advisor indicating your plan of study. You will only be allowed to take two **classes for the upcoming semester** and repeating classes not previously passed are recommended. Retaking classes with Ds or Fs will help improve your GPA, if passed with a C or better.

First Semester ☐Spring_____ ☐Summer_____ ☐Fall_____

Prefix: _____ Course Title: _____

Credits: _____ D/F Repeat: _____ Total Semester Credits: _____

Second Semester ☐Spring_____ ☐Summer_____ ☐Fall_____

Prefix: _____ Course Title: _____

Credits: _____ D/F Repeat: _____ Total Semester Credits: _____

MONTHLY STUDENT PROGRESS REPORTS: I understand that it is my responsibility to contact my instructors, so they can complete monthly student progress reports on my performance in my class. I understand that the Student Progress Reports are to be turned into my General Studies Advisor/Program Advisor by the 15th of each month. I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Student Name (print): _____

Student Signature: _____ Date: _____

I have met with the student to develop a plan for future academic success and I support the academic plan listed above.

Advisor Name (print): _____

Advisor Signature: _____ Date: _____

FERPA rules and regulations do not allow the committee to communicate with you through your **personal email account**. As a result, *__you must use your CCD student email__* to contact the Academic Advising Center for any information regarding your appeal process, or any other questions/concerns you may have regarding any portion of Advising.

Internal Use Only

Reviewed Date by the Appeals Committee: _____

Comments: _____

_____

Reinstatement: ☐Approved ☐Denied ☐Pending Semester Approved: _____

Committee Members' Initials: _____