

ACADEMIC SUSPENSION REINSTATEMENT PACKET

This packet includes information that students on suspension 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 now that you are on Academic Suspension. This packet is designed to help students learn about themselves to make necessary changes to return to Good Academic Standing.

All students must complete a packet to be re-instated even if they have sat out one or more semesters. Upon completion of this packet, students must schedule an appointment with an Academic Advisor. Please bring the **completed** packet to the appointment.

The Academic Suspension committee will review each appeal packet and reach a decision. Students will receive notification of the decision within two weeks after review.

Please NOTE: The last day to submit an appeal packet is *two weeks prior to the posted first week of classes of each semester*. If a student submits an appeal later than the **two-week window**, it will be considered for the following semester. **No late registrations will be allowed for students on academic suspension.**

Academic Suspension is different from **Financial Aid Suspension**. Any concerns regarding Financial Aid status and eligibility should be directed to the Financial Aid Office for further information.

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 COMPLETED PACKET.

ACADEMIC SUSPENSION REINSTATEMENT PACKET COLORADO COMMUNITY COLLEGES ACDEMIC STANDARDS POLICY

- A student is considered in **"Good Standing"** with a cumulative **GPA of at least a 2.0**.
- A student is placed on **"Probation Initial"** when a cumulative **GPA is less than 2.0**.
- A student is considered on **"Probation Continuing"** with a cumulative **GPA remains less than 2.0** and the most recent term GPA is 2.0 or greater.
- A student is placed on **"Suspension Initial" (S1)** with a cumulative **GPA that is less than 2.0 and the most recent term GPA is below 2.0**. A student placed on "Suspension Initial":
 - Is not permitted to register for the next term after the term of suspension **(summer term may not be used as a sit out semester)**.
 - When returning from "Suspension Initial", a student will remain on "Probation Continuing" and must complete the semester with a GPA of 2.0 or higher to continue enrollment.
- A student is again placed on **"Suspension Second" (S2)** when the cumulative **GPA is less than a 2.0 and the most recent term GPA is less than 2.0 for the second time**. A student placed on "Suspension Second":
 - Is not permitted to register for the next two terms following the term of suspension **(summer term may not be used as a sit out semester)**.
 - When returning from "Suspension Second" a student will remain on "Probation Continuing" and must complete the semester with a GPA of 2.0 or higher to continue enrollment.
- A student is placed on **"Suspension Third" (S3)** when the cumulative **GPA is less than a 2.0 for the third time**. For students placed on "Suspension Third":
 - Is not permitted to register for the next two calendar years or four academic terms **(summer term may not be used as a sit out semester)**.

All Suspension S1, S2 & S3 may appeal the suspension due to unusual or mitigating circumstances. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.

I have read and understand the information contained above:

Student Name (print): _____

Student Signature: _____ **Date:** _____

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CHECKLIST

- **ALL** students who have been placed on academic suspension and who wish to return to the Community College of Denver must complete an Academic Suspension Packet/Appeal Packet.
- Students **must schedule** an appointment with an Academic Advisor to assist in completing the packet.
- Students must submit the reviewed **signed** packet to **Confluence building 123**.
- Students will remain on registration **hold** until the committee makes a decision on the appeal.
- The Academic Suspension Committee will review each appeal packet and reach a decision within **two weeks**.
- Once a decision has been made, students will receive an email to their CCD email account and/or receive a phone call to inform them of the committee's decision.
- If re-instated, it is the student's responsibility to register for the classes approved by the Academic Advisor.
- All re-instated students will be approved to register for only **two classes** for their returning semester.
- Student will remain on Probation status until their cumulative GPA is 2.0 or higher.

Omitting any of the following forms below may delay students' eligibility to register. All forms must be signed and dated by the student and the Advisor.

Academic Suspension Reinstatement Packet (Appeal Packet)

I understand that this appeal is not a Financial Aid appeal and the packet must be completed before turning it in to the committee for reviewing.

Colorado Community Colleges Academic Standards Policy

I have read the Academic Standards and understand the differences between Suspension Initial, Suspension Second & Suspension Third definitions.

Checklist

My Advisor and I have looked over the check list and have completed each step.

Academic Reinstatement Plan

I have completed my Academic Reinstatement Plan (included in the appeal packet) with my Academic Advisor.

Attach a Letter of Appeal

I have attached a letter of appeal explaining any unusual or mitigating circumstances that prevented me from being successful. (Please enclose appropriate documentation

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such as, medical records, funeral announcement, etc. if applicable). Provide a plan of action to attain academic success if the appeal is approved.

Please attach a copy of Degree Works and a copy of unofficial transcripts to the appeal packet.

NOTE: All students once reinstated will be contacted by an advisor to arrange an appointment to fill out an **Academic Reinstatement Contract** regarding monthly progress reports, and conditions of their re-instatement after they have been reinstated. The Contract must be completed before the beginning of the semester and before the student can register for their classes. It will be the student's responsibility to register for their classes once this process has been completed. The Reinstatement Contract must be turned in at the end of the semester with all requirements fulfill.

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.

I have read and completed all information to the best of my knowledge.

To be signed upon the completion of the advising session:

Student Name (print): _____

Student Signature: _____ **Date:** _____

Advisor Name (print): _____

Advisor Signature: _____ **Date:** _____

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ACADEMIC REINSTATEMENT PLAN

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 indicating your plan of study with your Academic Advisor. **You will only be allowed to take two classes upon your reinstatement semester** and preferably classes not previously passed. Retaking classes with Ds or Fs will help adjust your GPA, if passed with a C or better.

Semester: Spring _____ Summer _____ Fall _____

Prefix: _____ Course Title: _____

Credits: _____ D/F Repeat: _____

Prefix: _____ Course Title: _____

Credits: _____ D/F Repeat: _____

Total Semester Hours: _____

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

ACADEMIC ADVISOR:

Advisor Name (print): _____

Advisor Signature: _____ **Date:** _____

MONTHLY STUDENT PROGRESS REPORTS: I understand that it is my responsibility to contact my instructors, to complete a monthly student progress report in all my classes. I understand that the Student Progress Report is to be turned in to my Suspension advisor in the Confluence building 123 by the 15th of each month.

Student Name (Print): _____

Student Signature: _____ **Date:** _____

ACADEMIC SUSPENSION REINSTATEMENT PACKET
Internal Use Only (For Admissions Office)

Reviewed date by the Appeals Committee: _____

Semester Approved: _____

Reason: _____

Committee Members' Initials: _____

Reinstatement: Approved Denied
 C1
 C2

Maximum Credit Hours Allowed: _____