



DATE _____

ENROLLMENT SERVICES

Suspension Reinstatement or Appeal

Name: _____ Student ID: _____ Phone: _____

Student Acknowledgement (Required for both Reinstatement and Appeal)

I have been fully informed of the CCA Academic Progress Policy and I understand another semester with a GPA of less than 2.0 will cause me to be suspended for a year or more and will make it even more difficult for me to improve my GPA so that I can graduate from CCA.

Student Signature: _____ Date: _____

Suspension starting term: _____

First eligible reinstatement term: _____

Requested reinstatement term: _____

Note: Complete the Reinstatement section if the student has already completed their required "sit out" and the Appeal section if they are requesting to return before the sit-out period.

_____ **Reinstatement Request** or _____ **Appeal Request**
(complete appropriate section below)

REINSTATEMENT REQUEST (Complete this section if the student has completed the mandatory sit-out period)

Attach the following:

_____ Academic Plan

_____ Student request letter (Student should discuss the circumstances that led to the suspension and the steps they have taken to ensure that these barriers have been addressed)

Advisor Comments:

Advisor Signature: _____ Date: _____

APPEAL REQUEST

Attach the following:

_____ Academic Plan

_____ Student appeal letter (Student should discuss the circumstances that led to the suspension and the steps they have taken to ensure that these barriers have been addressed as well as why they should be allowed to skip the sit-out term(s)).

Advisor Comments/Recommendation:

Advisor Signature: _____ Date: _____

Completed form Received and processed on _____ by _____

ACADEMIC PROGRESS OVERVIEW.

Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practices for measuring and notifying students of their academic progress (APP) standing.

Standards and Practices

1. The Academic Progress Procedure applies to all students who have completed 13 or more semester hours of credit in residence while attending a college in the Colorado Community College System.
2. During the student's first twelve credit hours of enrollment, the college will monitor satisfactory progress through the College's Academic Alert process.
3. A student is considered in "Good Standing" when their Cumulative Grade Point Average is at least a 2.0 or greater for all classes completed at the college.
4. A student is placed on Probation (Initial) when their Cumulative Grade Point Average is less than 2.0 for all classes completed at the college.
5. A student is considered on Probation(Continuing) when their Cumulative Grade Point Average remains less than 2.0 for all classes completed at the College and their last term Grade Point Average is 2.0 or greater.
6. A student is placed on Suspension (Initial) when their Cumulative Grade Point Average is less than 2.0 for all classes completed at the College and the last term Grade Point Average is also below 2.0. A student placed on Suspension(Initial):
 - a. is not permitted to register for the next term after the term of suspension
 - b. may be permitted to register for the subsequent term after meeting with an academic advisor.
 - c. may appeal the suspension due to unusual or mitigating circumstances
 - d. granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment
 - e. a student returning from suspension will remain on Probation(continuing)
7. A student is again placed on Suspension (Second) when the Cumulative Grade Point Average is less than a 2.0 for all courses completed at the College and the last term Grade Point Average is less than 2.0. for the second time. A student placed on Suspension(Second):
 - a. is not permitted to register for the next two terms following the term of suspension.
 - b. may be permitted to register for the subsequent term after meeting with an academic advisor.
 - c. may appeal the suspension due to unusual or mitigating circumstances.
 - d. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.
 - e. A student returning from suspension will remain on Probation(Continuing)
8. A student is again placed on Suspension (Third) when the Cumulative Grade Point Average is less than a 2.0 for all classes completed at the College and the last term Grade Point Average is also below a 2.0. for the third time. A student placed on Suspension(Third):
 - a. is no permitted to register for the next two calendar years
 - b. may appeal the suspension due to unusual or mitigating circumstances.
 - c. granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.
9. Additional Policies
 - a. A student's transcript will include the following notation as appropriate: Good Standing, Probation, Continued Probation, and Suspension (Initial, Second, and Third).
 - b. Summer semester counts as a term of non-enrollment.