

College Credit Plus Probation and Dismissal Form

Student's Name: _____

Notification Date: _____

Semester / Year: _____

Instructions: Choose either the CCP Probation or CCP Dismissal section for this student.

CCP Probation:

- Your student has been identified as “underperforming” and is placed on CCP Probation due to at least one of the following conditions:
- o Has a cumulative college GPA of lower than a 2.0 GPA
 - o Withdrawn from, or received no credit for, two or more CCP courses in the same term.
(Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition and instructional materials associated with the course.)

Action:

- A student on CCP Probation may enroll in no more than **ONE** college course for the next semester and will not be permitted to enroll in a college course in the same subject which the student earned a D or F, or for which the student received no credit.
- If the student is already registered for more than one course prior to being placed on CCP Probation, the **student must request each college dis-enroll them from the course(s) as necessary**. The student may continue to be enrolled in one course and it is the student’s responsibility to notify the college which course they would like to remain enrolled.
- Failure to dis-enroll will result in the student/parent being financially responsible for the tuition, fees, and textbooks costs of each course. The student will also be considered an ineligible student and dismissed from the CCP program for the following term.
- If a CCP Probation student takes one course and the grade raises the cumulative college GPA to a 2.0 or higher, the student is removed from probation and may participate in the program without restrictions.
- If the grade from the permissible course does not raise the cumulative college GPA to a 2.0 or higher, the student will be dismissed from the program.

CCP Dismissal:

- Your student has been deemed ineligible and placed on CCP Dismissal due to meeting the criteria of an “underperforming” student for more than one term of enrollment.

Action:

- Any student on CCP Dismissal may not take any college courses through the program.
- If the student had already registered for college courses prior to being dismissed, **the student will request each college to dis-enroll the student from the courses**.
- Failure to dis-enroll will result in the student/parent being financially responsible for the tuition, fees, and textbooks costs of each course. The student will continue to be on CCP Dismissal for an additional term.

Signatures of student and parent/guardian acknowledge receipt and explanation of the CCP Probation & Dismissal Status.

Student Signature / Date: _____

Parent/Guardian Signature / Date: _____

School Official Signature / Date: _____

College Credit Plus Probation and Dismissal Appeals Process

Appeals Process

- A student may appeal in writing to the district superintendent or school governing entity the CCP dismissal or prohibition from taking a course in the same subject in which the student earned a grade of “D” or “F” or for which the student received not credit.
- The governing entity or superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:
 - Allow the student to participate in the program without restrictions.
 - Allow the student to take a course in the same subject in which the student earned a grade of “D” or “F” or for which the student received no credit.
 - Allow the student to participate in the program on CCP Probation.
 - Maintain the student's status on CCP Dismissal from the program.
- The student must request an appeal within five business days after being notified of the CCP Dismissal or Probation status. The high school will notify any college or university in which the student is enrolled an appeal has been filed.
- The district superintendent or school governing entity will issue a decision on the student's appeal within ten business days after the date the appeal is made.
- The decision of the superintendent or governing entity is FINAL. The high school will notify any college or university in which the student is enrolled of the decision.
 - If the decision is to continue the CCP Dismissal, the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.
 - If the superintendent or governing entity fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. If the decision on the appeal is made after the college/university's no-fault withdrawal date, the secondary school will pay for those courses.

Westlake High School's Appeal Policy:

After appealing to Superintendent, a student will be placed on academic probation if they meet the following criteria:

1. Completion of high school courses with an established grade point average of a 3.0 (unweighted GPA) in the subject area.
2. Meet with their school counselor to develop an individual pathway plan that includes high school graduation requirements and possible college courses.
3. Daily attendance rate of 85% or higher at Westlake High School during the previous semester.