

**Student and Parent Information**  
**College Credit Plus**  
**CCP Probation and CCP Dismissal**

Student's Name: \_\_\_\_\_

Parent's (or Parents') Name(s): \_\_\_\_\_

Notification Meeting Date: \_\_\_\_\_

Name of Secondary School Representative: \_\_\_\_\_

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

**CCP Probation (check if this status applies to this student):**

- Students in the College Credit Plus program who are deemed “underperforming” and are placed on CCP Probation are due to the following conditions (check one or both, as applicable):
  - Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
  - Withdraws from, or receives no credit for, two or more 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 associated with the course.)

Action:

- A student on CCP Probation may enroll in no more than one college course and the student will not enroll in a college course in the same subject in which the student earned a grade of D or F or for which the student received no credit.
- If the student had already registered for more than one course prior to being placed on CCP Probation, the **student must request each college or university to dis-enroll the student from courses as necessary.**
- The student, as noted above, may continue to be enrolled in one course. **The student must notify that college in which course the student would like to remain enrolled.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. That student is also then considered an ineligible student and is dismissed from the CCP program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student's cumulative GPA to a 2.0 or higher, the student is removed from CCP Probation and may participate in the program without restrictions.
- If the grade does not raise the cumulative GPA to a 2.0 or higher, the secondary school is responsible for dismissing the student from the program.

**CCP Dismissal (check if this status applies to this student):**

- Students in the College Credit Plus program who are deemed “ineligible” and are placed on CCP Dismissal when the student meets the definition of an underperforming student for two consecutive terms 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.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

**Instructions: Review the Appeals Process and School Policy with the Student/Parent:**

**Appeals Process**

- A student may appeal 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 secondary school’s policy (developed prior to the start of summer term 2018) must be attached to this document.**

- The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
- The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
- 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.

**Complete these dates to inform the student of dates that must be met if an appeal is requested:**

- Notification Meeting Date (same as date on page 1): \_\_\_\_\_
- Student Request for Appeal by this date (five business days after the notification date): \_\_\_\_\_
- Secondary School Decision by this date (ten business days after the student requests the appeal): \_\_\_\_\_

- The decision of the superintendent or governing entity is final.
- The secondary school will promptly 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.

**Signatures of the student and parent acknowledge receipt and explanation of the CCP Probation or CCP Dismissal status:**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School Representative Signature: \_\_\_\_\_