**Explanation of Probationary Status**

**PF:** You are on full-time probation. You may register for up to 13 credits during the semester or term. If you have already registered for more than 13 credits for the upcoming semester/term, you must meet with a Counselor to adjust your roster immediately. Please note, if your class schedule is in need of adjustment and you do not meet with a Counselor to make those adjustments, within three (3) days prior to the start of semester/term, all classes will be canceled.

**PP:** You are on part-time probation. You may register for up to 7 credits during the semester or term. If you are already registered for more than 7 credits for the upcoming semester/term, you must meet with a Counselor to adjust your roster immediately. Please note, if your class schedule is in need of adjustment and you do not meet with a Counselor to make those adjustments, within three (3) days prior to the start of semester/term, all classes will be canceled.

**Frequently Asked Questions**

**Why am I on academic probation?**

There are two ways towards academic probation: You were placed on academic probation if either or both of the following apply to you:

1. You did not achieve a satisfactory cumulative course completion rate for the credits for which you registered. All students are required to fulfill the 67% completion rate. Withdrawals (W) after the refund period (20% of semester/term) are considered unsatisfactory.

2. You did not achieve the required grade point average (GPA) for the number of credits you attempted. You must have achieved the cumulative GPA listed below after attempting:

<table>
<thead>
<tr>
<th>Credit hours attempted</th>
<th>Minimum GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 semester hours</td>
<td>1.40</td>
</tr>
<tr>
<td>18</td>
<td>1.50</td>
</tr>
<tr>
<td>25</td>
<td>1.60</td>
</tr>
<tr>
<td>37</td>
<td>1.75</td>
</tr>
<tr>
<td>49</td>
<td>1.85</td>
</tr>
<tr>
<td>For graduation</td>
<td>2.00</td>
</tr>
</tbody>
</table>

What will happen to me during my probation semester?

Please refer to the College catalog for the Policy on Academic Standards and Progress for further information about how your academic progress will be assessed. You should plan to work closely with a Counselor during your probation semester so that your academic progress can be carefully followed and you can be referred to College resources that will assist you.
Explanation of Dropped Status

You have been dropped for one or more of the following reasons:

- Insufficient progress (DP). You did not successfully complete an adequate number of the credits for which you registered. All students are required to meet the 67% completion rate.
- Poor scholarship (DS). You did not achieve the minimum grade point average (GPA) required for the number of credits you have attempted.
- If you were on full-time probationary/provisional status, you did not achieve the required course completion rate, the required GPA and you did not satisfactorily complete at least 67% of the credits hours for which you registered.
- If you were on provisional part-time status, you did not achieve the required course completion rate, the required GPA and you did not satisfactorily complete 100% of the courses for which you registered.

Frequently asked questions about dropped status and return to the College

If this is my first time dropped, how do I get back into the College?

If this is the first time you have been dropped from the College, after sitting out the required semester, you are eligible for an automatic reinstatement for the next full academic semester, Fall, Spring or Summer. To request this reinstatement, you must meet with a Counselor. You may contact the Counseling Center on Main Campus, Room W2-2 or call 215-751-8169 to schedule an appointment with a Counselor or visit a Counselor at the Northeast, Northwest or West Philadelphia Regional Center. Check the College’s website or MyCCP for information about registration start dates, and schedule your appointment early so that you have time to prepare for your return semester. According to College policy, returning students will be placed on part-time academic probation. You will be allowed to register for a maximum of 7 credits. Please see the College catalog under Policy on Academic Standards and Progress for additional information.

If this is my second (or more) time being dropped, what do I do? How can I get back into the College?

If you have been dropped from the College two or more times and wish to return, you must visit the Division of Educational Support Services in Room W1-1 to request an Application for Reinstatement. Your application must be filled out completely; it should clearly indicate why you think you will be able to succeed at the College and should provide supporting evidence where appropriate. Applications must be submitted by the deadline indicated in the College catalog. Your application will be reviewed by the Academic Appeals Committee and you will be notified in writing of the decision. Reinstatement is not automatic. The letter from the Academic Appeals Committee will notify you if your application for reinstatement was approved for the semester you requested or for a future semester.

What if I had an extenuating circumstance such as a medical problem or death in my family?

You should explain any extenuating circumstances on your Application for Reinstatement and provide supporting documentation that will assist the Academic Appeals Committee in making its decision.

Will my financial aid be affected?

Students reinstated after being dropped for poor scholarship and/or insufficient progress will be ineligible for financial aid until he/she returns to good academic standing. Please see the College catalog for expectations for normal academic progress and contact the Financial Aid Office for additional clarification regarding your eligibility for financial aid.