

# CREDIT COMPLETION PROGRESS

Recognizing the value of credit completion for all students with regard to retention, transfer and credential attainment, CCD has established the following practices and procedures for measuring credit completion progress. As a student, you must meet the standards of credit completion progress in order to be successful at CCD.

## Process

For students who have attempted fewer than 9 credit hours, CCD will monitor credit completion through an alert process. These students are not subject to the credit completion progress guideline.

Credit completion progress standards apply to all students who have attempted 9 or more credits at CCD, regardless of the number of term credits they attempt from that point forward. Credit completion progress standards will be applied consistently and uniformly within each CCCS college. CCD will determine credit completion progress standards following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2 or warning 3 will be notified of their status. Credit completion progress status will be noted on the advising and unofficial transcripts only (it will not be noted on official transcripts). The credit completion progress status of a student is specific to CCD and does not impact a student's enrollment at other CCCS colleges.

## Definitions

- Credit completion progress includes all credit-bearing classes (developmental and college-level), which will be used to calculate the percentage of attempted credits passed. This includes summer-term courses.
- Only courses taken "in residence" will be used for this calculation; "in residence" means taken at CCD. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility.
- Grades considered to be passing when computing the percentage of attempted credits passed are as follows: A, B, C, P/A, P/B, and P/C
- Grades considered to be failing when computing the percentage of attempted credits passed are as follows: I, D, F, F/D, F/F, and I/F
- Course completion rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

## Standards

### Initial Standing

Student has attempted fewer than 9 cumulative credit hours and will not be assessed for credit completion.

### Good Standing

A student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50 percent.

### Warning 1

A student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50 percent for the first time.

### Warning 2

A student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50 percent for the second time.

### Warning (Continued)

If a student on credit completion warning passes 50 percent or more of their attempted term credits but fails to raise their cumulative completion rate to 50 percent, they will be allowed to continue the next term but will remain on credit completion warning.

### Warning 3

A student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50 percent for the third time.

## Warning Rules

- Students on warning 1: You will receive a communication regarding your credit completion status and will be given information on student support services at CCD.
- Students on warning 2: You will receive a communication regarding your credit completion status and will have a credit completion registration hold placed on your CCD student account. You will not be able to make any changes to your student account until you meet with your academic advisor to appeal.
- Students on warning 3: You will receive a communication regarding your credit completion status and will have a credit completion registration hold placed on your CCD student account. You will not be able to make any changes to your student account until you meet with your academic advisor to appeal. CCD reserves the right to limit the number of credit hours you may enroll in when placed on warning 3 status.
- Reviews of appeals are completed by academic advisors and the director of the Associate Dean of Student Success.
- Appeal forms can be found in the document library at CCD.edu/StudentForms.
- Completed credit completion warning appeal documents should be turned in to academic advising.