

ENROLLMENT STATUS & ATTENDANCE POLICIES

Academic and Progress Notice

A. Academic Notice

Students who have attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic notice if the students have earned a grade point average below 2.0 in all units undertaken at Cerritos College.

B. Progress Notice

Students who have enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress notice when the percentage of all units at Cerritos College which the students have attempted and for which entries of "W", "I", and "NP" are recorded reaches or exceeds 50 percent.

Academic and progress notice is entered on the student's permanent records and transcripts of record. Students placed on academic or progress notice will be notified through the MyCerritos Portal, please check the Message Center.

Academic or Progress Clearance

A. Academic Notice Clearance

Students may clear academic notice by earning sufficient grade points to raise the cumulative grade point average to 2.0 or higher in the next semester of attendance. Academic notice status is not cleared by one semester of 2.0 GPA if it does not raise the cumulative GPA to 2.0 or higher.

B. Progress Notice Clearance

Students may clear progress notice by decreasing the percentage of "W", "I", or "NP" entries to less than 50 percent of all units in which the students have attempted.

Standards for Academic and Progress Pause

A. Academic Pause

Students are subject to academic pause when their GPA is less than 2.0 in 12 units or more for two consecutive semesters on academic notice. Students subject to academic pause shall be placed on continued notice when their latest semester's GPA is 2.0 or higher.

B. Progress Pause

Students who have been placed on progress notice shall be subject to pause if the percentage of units in which the students have been enrolled and for which entries of "W", "I", or "NP" are recorded in at least two (2) consecutive semesters reaches or exceeds 50 percent. Students subject to progress pause shall be placed on continued notice when no "W", "I", or "NP" entries are recorded for their latest semester.

Students are notified they have been placed on notice shortly after the beginning of the subsequent semester. Paused students may attend summer session to improve academic deficiencies.

Restart After Pause

A. Academic Restart

Students may re-enter the semester following academic pause through successful petition to the Academic Records and Standards

Committee. However, such students will remain on notice until the accumulated GPA is 2.0 or higher.

B. Progress Restart

Students may re-enter the semester following progress pause through successful petition to the Academic Records and Standards Committee. However, such students will remain on notice until the percentage of "W", "I", or "NP" entries is less than 50 percent of all units in which the students have enrolled.

Petitions must be filed prior to the deadline indicated on the readmission petition.

Removal from Class

A student may be involuntarily removed from a course due to excessive absences, failure to meet prerequisite(s), or as a result of official disciplinary action (California Code of Regulations, Title 5, Section 55003).

Attendance

It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to their instructor to explain the absence. Students not in attendance or late for the first class meeting are subject to drop. Students who are absent in excess of 10% of the total class hours are subject to drop. Students who are absent during the course add period are subject to drop. Certain academic and career technical education areas may have stricter attendance requirements.

Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

1. **Authorized Absence:** For an approved educational field trip or school activity.
2. **Excused Absence:** For illness, injury, or quarantine.

No credit will be given for a class in which a student is not officially enrolled.

Students must attend the first class meeting or their names may be removed from the roll to allow another student seeking admission to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

Withdrawal

Pursuant to Title 5, section 58004 and Cerritos College Board Policy, it is the student's responsibility to participate fully in class(es), once enrollment is complete. However, should it become necessary to withdraw from class, it is the student's responsibility to withdraw. The ultimate responsibility of withdrawal falls to the student.

To officially withdraw from a course use MyCerritos or visit the Admissions & Records Office for assistance. Retain an updated printout for your records. All withdrawals must be completed by the listed deadlines. Failure to officially withdraw from class(es) may result in an "F/FW" grade for each class.

See the "Add/Drop Dates" on the Admissions & Records website for specific deadlines.

Academic Renewal Regulations

An Academic Renewal procedure permits alleviation of previously recorded sub-standard ("D", "F", and "NP") academic performance which is not reflective of a student's present demonstrated ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

1. A student may request that up to 30 units substandard course work attempted be annotated and disregarded in the computation of the student's grade point average or requirements for a degree. Only those requested courses with substandard grades will be disregarded.
2. At least twelve (12) units of college work from an accredited institution with a grade point average of 2.0 must be completed after the 30 units of course work to be alleviated.
3. At least one semester or summer session must have passed since the coursework to be disregarded was completed.
4. A student may be granted academic renewal only once.
5. No alleviated course work shall apply toward degree requirements.
6. In the petition, the student must specify the course(s) to be considered under the academic renewal policy as well as the term in which the course work was attempted.
7. Some senior-level institutions and, possibly, certain out-of-state community colleges do not honor academic renewal. It is the student's responsibility to ensure that his/her transfer institution will approve of academic renewal from Cerritos College.

A student may petition for academic renewal at the Admissions & Records Office.