



Academic Advising – Probation

FAILURE TO MEET SAP

Academic Probation

If a Student not receiving Title IV funds has been determined to have not met Satisfactory Academic Progress (3.0 GPA for Graduate Level or 2.0 for Undergraduate Level) then student is placed on **Academic Probation** during the subsequent semester. The student will receive written notice of their probation status and will be advised to seek academic guidance from the Dean of the relevant college or the Director of Academic Affairs. After counseling, the student signs an agreement to the conditions of the **Academic Probation period**. The student on Academic Probation for a must meet SAP during the subsequent semester. The following will not be considered as credits successfully completed: W and I.

Dismissal Policy

A student who does not meet SAP at the end of the Academic Probation period will be **dismissed** from the college, but will have a right to an appeal process.

International F-1 students: F-1 students who fall below the required GPA for their degree program are subject to I-20 termination for not maintaining good academic standing. Therefore, once students fall below the required GPA they are given the opportunity to stay in the program to bring up their GPA by being on Academic Probation. During this probation period, students are highly recommended to raise their GPA in order to get out of Academic Probation and maintain good academic standing.

To be completed by the STUDENT:

Full Name (as shown on ID): _____ Student ID: _____

Campus Location _____ Program of Study: _____

How many hours per week do you dedicate to each of the following?

ACTIVITY	HOURS
Completing School Assignments	
Studying	
Work/Internship	
Other activities/ commitments	

What do you believe caused your academic difficulty?

(e.g., medical/personal problems, not ready for college, employment, time management, death/illness, finances, study/testing skills, writing skills, career indecision, lack of support, etc.)

1. _____
2. _____
3. _____



List three ways you plan to improve your academic performance. Be specific with your plan

1. _____
2. _____
3. _____

To be completed by the ADVISOR:

Semester of Probation: _____ Level of Probation: _____ Cumulative GPA: _____ GPA Req.: _____

Advisor Recommendations

- Retake the following course(s): _____
- Dedicate additional _____ hours per week to coursework/ study
- Attend all classes
- Utilize the Writing Center Paper Review Service
- Career Counseling with Senior Faculty: _____
- Meet with instructor: _____
- Reduce work/ internship hours
- Reduce course load to Part-Time (requires Dean Approval)
- Schedule follow up advising sessions with Student Services _____ times per session.
- Meet with Dean: _____
- Other: _____
- Other: _____

To be completed by the STUDENT & ADVISOR:

By signing below, I understand that I have two semesters to raise my GPA to meet the requirements for Satisfactory Academic Progress in my program of study in order to avoid Academic Dismissal. By signing below, I agree that I am

Student Signature

Date

Advisor Signature

Date

Student Name

Advisor Name