



Academic Probation Information

Q: What is Academic Probation and how did it happen to me?

A: Academic probation is an indication to students that their academic record is unsatisfactory. This is a result of having a cumulative GPA **or** institutional CLU GPA below 2.0. Failure to improve may lead to suspension from the University. Students on probation will be required to be enrolled in the STAR program.

Q: Does probation mean I'm kicked out of school?

A: No. However, you must raise your cumulative GPA and institutional CLU GPA to a 2.0 or above by the following semester. In addition, you must be enrolled in a maximum of **12 units** and fulfill the STAR program requirements. If you do not meet the GPA requirement you may be placed on academic suspension.

Q: What is academic suspension?

A: Students who are placed on Academic Suspension may not take courses at CLU for one full academic year. Students who plan to return to the University are required to meet with a committee to establish the conditions that may lead to readmission. An appeal for readmission must include the following:

- A letter making the case for readmission
- Transcripts of all work completed since suspension
- A copy of the plan for readmission

Q: I'm on probation, so now what do I do?

A: Evaluate your situation and honestly answer this question, “Why did I end up on Probation?” Try to determine the reason for your grade problems and work closely with your STAR counselor to set academic goals to improve. Perhaps you took courses that were beyond your current abilities and you need a refresher course to improve your skills. A major reason for poor grades, especially for busy people, is the problem of time management. Be committed to following through with academic goals, and be realistic.

Q: Should I change my major?

A: Yes, no, or maybe. If the course that caused you problems was a course in your major area you should give your academic goals a good hard look. Doing poorly in an entry-level major course, like Managerial Accounting or Anatomy and Physiology, may be an indication that you need to explore your options. CLU has many degree opportunities. Make an appointment to meet with a Faculty Advisor in different academic areas to discuss the major. In addition, meet with a Career Counselor in Career Services.

Q: If I decide to change my major, how do I do it?

A: Fill out a major declaration form located in the Registrar's office.

Q: There is an "F" on my transcript and it's embarrassing, can I get it removed?

A: No. The "F" will always be included in your academic file. However, you can replace the "F" earned at CLU if you repeat the exact course at CLU. If you retake the course at another institution the new grade will be averaged with your grade earned at CLU and the new averaged grade will replace the "F".

Q: Should I repeat a course where I received an "F" or "D"?

A: Possibly, it depends on your situation. For example: If you are changing majors you may not to repeat major coursework. Repeating the course is the best way to improve your cumulative GPA and it is highly recommended. Remember, you are only allowed to replace a grade of "C-" or below.

Q: I just finished a course and earned a bad grade. I would really like to take some time away from it, how soon should I repeat it?

A: While the idea of repeating a course you just had difficulty with may not be your favorite idea, it is one of your best options. You don't gain anything by postponing the inevitable. All the material that you remember from the first time through should help you do better the second time.

Q: I don't think the instructor gave me the right grade. Now I'm on probation. What can I do? Can I appeal a grade?

A: First, contact the instructor immediately. There is a procedure for an instructor to follow to change a grade. The grade challenge must be presented in **writing** to the instructor. If you believe an incorrect grade was given it is up to you to take immediate action and respond in a timely manner. If an agreement cannot be reached, then the student may present a written appeal to the department chair or program director who is the instructor's immediate supervisor. If the conflict cannot be resolved then the student may appeal in writing to the Dean of the College which will follow the process.

Q: Can I receive my degree if I go on probation my last semester?

A: No. You must have an overall cumulative GPA of 2.0 and institutional GPA. In addition, you must earn at least a 2.0 or above in your major/minor coursework. Even if you've fulfilled all requirements if you don't have a 2.0 GPA, you will not receive your degree.

Q: Will my faculty advisor or instructors be told I'm on probation?

A: Your STAR counselor will be in contact with your instructors because you are enrolled in the STAR program which is available to all students. Instructors will not know you are on probation unless you tell them, and that's up to you. As a

participant in the STAR program most students are either Conditionally Admitted, placed on Academic Probation, or elect into the program. We highly recommend that you communicate with your professors and tell them that you are in the STAR program and let the instructor know their feedback regarding your status in the course is crucial to monitoring your academic progress.

Q: How does probation status affect financial aid?

A: If you fail to complete 24 units of graded work per academic year or fail to maintain a 2.0 GPA you will be placed on financial aid probation. You have until the end of the next academic year (including summer), to regain good academic standing.

Tips for improving GPA and getting off Academic Probation:

1. Repeat a course if you have earned a C- or below to improve your GPA
2. Enroll in courses that you know you can do well in. Every student has strong areas. Know which are yours and take advantage of them now.
3. Utilize campus resources for support Examples: Counseling, Faculty Advisors, Career Services, CAAR office, Tutoring Services

Although Academic Probation may be embarrassing it does not mean it's the end of your academic career. There are many options open to you: changing your major, setting academic goals to improve, repeating courses, etc.

The CAAR office strives to support students to reach their full academic potential and we want to help you be successful at CLU and graduate. Use this time on probation to make decisions to improve yourself as a college student and remember others before you have survived Academic Probation.