Preparing for Opening of Term—Probation Students

Prepare a list of Probation Students:

- Use “End of Term” report provided by the Registrar’s Office to determine which students in your college are on Probation as soon as is convenient after grades have posted.

Outreach (possible schedule changes, etc.):

- Contact Probation students as quickly as possible to schedule a Probation appointment, especially in the transition from fall to spring semester because the time is short between semesters.
- Ideally, send both an e-mail as well as a letter to the student’s permanent address.
- Call students who are not responding to an e-mail request to schedule a Probation appointment.

Probation plan:

- Through dialogue, find out why the student is experiencing academic difficulty. Is it personal problems, study habits, problems understanding the course concepts, etc.? Tailor your advice to the student based on the problem you identify – customize the probation plan to meet the needs of each individual student.
- Try to include positive dialogue in the discussion. Consider asking the student what they did well last semester – recommend they keep up the good work in that area.
- Refer student to campus services where necessary (tutoring/The Study/Mathskeller, Counseling Center, Career Center, Center for Student Involvement, etc.).
- If necessary, make schedule changes during the appointment. In the case of repeating courses ensure the student understands the course Repeat Option policy and limitations to that policy.
- Consider using the student’s planned schedule for that term to calculate the grades needed to raise the GPA to above 2.00 so that the Probation status can be remedied/removed.
- Discuss appropriate policies that pertain to that student’s ability to raise their GPA: Course Repeat Policy, Academic Bankruptcy, Grade Appeals, Readmission, etc.
Goal Setting:

- Establish short and long term goals for the student (e.g. going to class more often, checking in with their advisor, connecting with their professor during office hours).
- Ask the student for ways to keep themselves accountable (e.g. “How often do you want to e-mail me with a progress update?”).
- Assist the student in setting realistic expectations. Example: Find out how much they are studying and recommend studying more frequently by setting short term goals like studying 10 hours this week and then 15 hours next week.