

**Department Chair Probation Contract**  
**Abilene Christian University**

Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

was placed on academic probation after the \_\_\_\_\_ semester based on academic performance. The following special considerations and requirements have been agreed to by the student and the chair of the Department of \_\_\_\_\_. Except in rare circumstances, the probation contract should be completed and signed before the first day of classes.

Special considerations:

Each condition marked below has been selected to address a specific way in which the student's academic performance may be enhanced. This contract should be viewed as a set of arrangements which help the student identify personal and academic strategies which will lead to achieving personal and academic goals as a student scholar at Abilene Christian University. In addition to clarifying these strategies and goals, this contract creates a working relationship between the student and chair that will support the student's efforts to enhance academic performance. I encourage you to contact me at any point in the semester if you run into problems. If you can't reach me, or if you just need to drop something off, please visit with \_\_\_\_\_ at phone extension \_\_\_\_\_.

**University Policies:**

All freshmen who are placed on probation must enroll in UNIV 011 Developmental Study Skills. Exceptions to this requirement must be approved by the student's academic dean. Freshmen who fail UNIV 100 must enroll in UNIV 011 the following semester. University policy prohibits from pledging or being active in a social club, or participating in Sing Song, any student with a cumulative GPA of less than 2.00.

\_\_\_\_\_ agrees to: (only checked items apply)

\_\_\_\_\_ 1. Take each of and only the following courses:

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Any proposed changes to this schedule must be approved in writing by the department chair or designee before the changes are made.

\_\_\_\_\_ 2. Check in and study at a designated location in the department for at least \_\_\_\_\_ hours per week.

\_\_\_\_\_ 3. Check in and study at a designated location in the department for at least \_\_\_\_\_ hours per day.

\_\_\_\_\_ 4. Check in with a staff librarian and study at the Brown Library for at least \_\_\_\_\_ hours per day.

\_\_\_\_\_ 5. Check in with a staff librarian and study at the Brown Library for at least \_\_\_\_\_ hours per week.

\_\_\_\_\_ 6. In each course taken, earn at least a minimum grade of \_\_\_\_\_, and a \_\_\_\_\_ overall semester GPA. (The "semester GPA" is a GPA calculated using only the grades for a single semester.)

\_\_\_\_\_ 7. Release to department chair all records pertaining to UNIV 011.

\_\_\_\_\_ 8. Provide records of study time at the designated location in the department to the department chair on the following dates: (Collect information by the end of the week preceding the Mondays listed below.)

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
(Month, Day)                      (Month, Day)                      (Month, Day)

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
(Month, Day)                      (Month, Day)                      (Month, Day)

\_\_\_\_\_ 9. Provide records of Library study hours to the department chair on the following dates:

(The Library circulation desk will stamp a student's time log when the student enters and exits the library.)

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
(Month, Day)                      (Month, Day)                      (Month, Day)

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
(Month, Day)                      (Month, Day)                      (Month, Day)

\_\_\_\_\_ 10. Work no more than \_\_\_\_\_ hours per week.

\_\_\_\_\_ 11. Provide records of class attendance and current grade to department chair on the following dates: (Students may satisfy this requirement by providing information on each class at each date listed below in one of the following forms: copies of SSP sheets or similar pages including professor's signature/initials or copies of emails collected from professors. Collect information by the end of the week preceding the dates listed below.)

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
(Month, Day)                      (Month, Day)                      (Month, Day)

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
(Month, Day)                      (Month, Day)                      (Month, Day)

- \_\_\_\_ 12. Meet with the department chair on dates noted below:  
 \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;  
 (Month, Day) (Month, Day) (Month, Day)  
 \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_.  
 (Month, Day) (Month, Day) (Month, Day)
- \_\_\_\_ 13. Participate in personal counseling through the University Health Services Counseling Center for at least \_\_\_\_\_ sessions, or until the counselor agrees maximal benefit has been achieved.
- \_\_\_\_ 14. Consult with the Office of Career and Academic Development regarding career, aptitude, and/or interest survey tests.
- \_\_\_\_ 15. Arrange to take career interest and/or other tests suggested by the Office of Career and Academic Development and/or your department chair. Results of testing to be reviewed with department chair before \_\_\_\_\_.
- \_\_\_\_ 16. Change your major to \_\_\_\_\_ for at least the current semester. You may discuss a change of major with any department chair you choose during the current semester, but the new major will be effective only at the beginning of the next semester.
- \_\_\_\_ 17. Arrange and keep an appointment with Director of Spiritual Life and Student Ministries before \_\_\_\_\_.
- \_\_\_\_ 18. Consult with the Director of Alpha Academic Services regarding the services available through the Alpha Program before \_\_\_\_\_.
- \_\_\_\_ 19. Participate fully in Alpha Academic Services Program activities as recommended by the Director of Alpha Academic Services.
- \_\_\_\_ 20. Arrange and keep an appointment with the Dean of Campus Life before \_\_\_\_\_.
- \_\_\_\_ 21. University policy prohibits students from pledging or being active in a social club or participating in Sing Song with a cumulative GPA less than 2.00.
- \_\_\_\_ 22. University policy requires students to maintain good standing with regard to chapel attendance. You are currently on chapel probation, and failure to comply with chapel attendance requirements may result in suspension at the end of this term regardless of your academic performance.
- \_\_\_\_ 23. Print records of chapel attendance (available from my.ACU) and deliver to department chair on the following dates:  
 \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;  
 (Month, Day) (Month, Day) (Month, Day)  
 \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_.  
 (Month, Day) (Month, Day) (Month, Day)
- \_\_\_\_ 24. Other condition(s):

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### Consequences

Compliance with the conditions of this contract will be monitored during and at the conclusion of the semester. If each marked condition of this contract is honored, the student's academic status for future semesters will be evaluated based on published university academic policy. Special consideration will be given to students who honor each condition of this contract but still qualify for academic suspension. Failure to honor each provision of this contract will result in a negative recommendation to the College Academic Review Committee in case of suspension. Suspended students are not permitted to apply classes taken at another institution toward a degree at ACU without written permission from their academic dean.

### Each provision discussed and understood

\_\_\_\_\_  
 Chair Signature Date

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
 Student Signature Date

Phone: \_\_\_\_\_

Email: \_\_\_\_\_