

## Department Chair Academic Probation Contract Abilene Christian University

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_  
was placed on academic probation after the \_\_\_\_\_ semester based on academic performance. The University would like to see you return to Good Academic Standing and we support you as you take this first step to get back on track.

**University Policies:** All freshmen who are placed on probation must enroll in UNIV 011 Learning Strategies. Students who do not successfully complete CORE 110 in their first semester must be registered for the course in the following semester until the course is completed. Each semester, students must register in required developmental (ENGL and MATW 0\*\*) courses until all developmental requirements are completed. Students on academic probation are not permitted to be candidates for or to hold any elected or appointed office, or participate in Study Abroad. University policy prohibits any student with a cumulative GPA below 2.00 from pledging or being active in a social club, or participating in Sing Song.

### Requirements to Return to Good Academic Standing

This contract should be viewed as an academic recovery plan that helps the student identify personal and academic strategies that 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. The student and chair of the Department of \_\_\_\_\_ have agreed to the following requirements:

- ✓ 1. Sign the Academic Probation Contract and complete \_\_\_\_\_ probation meeting(s) with the Department Chair
- ✓ 2. Complete the semester with a minimum cumulative GPA of 2.00 and a minimum semester GPA of 2.00
- \_\_\_ 3. Recommended Courses and Maximum of \_\_\_\_\_ Hours  
\_\_\_\_\_
- \_\_\_ 4. In each course taken, earn at least a minimum grade of \_\_\_\_\_, and a \_\_\_\_\_ semester GPA. (The "semester GPA is a GPA calculated using only the grades for a single semester.)
- \_\_\_ 5. As a result of no longer meeting the GPA requirements for your major. You must change your major to \_\_\_\_\_ until your GPA returns to the required level. Complete the Change of Program form with your academic advisor.
- \_\_\_ 6. Check in and log \_\_\_\_\_ hours (select one):  per day      or       per week  
studying in (select one):  a designated location \_\_\_\_\_ or in  the Brown Library  
(Logs should be signed or stamped by departmental or library staff at the start and end times for study hours.)
- \_\_\_ 7. Attend departmental tutoring for the following courses:  
\_\_\_\_\_
- \_\_\_ 8. Participate in academic coaching services through the Academic Development Center for (select all that apply):  
 Time Management     Study Habits     Motivation     Test Taking     Comprehension & Memory Improvement
- \_\_\_ 9. Utilize the Alpha Scholars Program services as recommended by the Alpha Scholars Program.
- \_\_\_ 10. Participate in the Discovery Program.
- \_\_\_ 11. Participate in personal counseling through the Medical and Counseling Care Center.
- \_\_\_ 12. Work no more than \_\_\_\_\_ hours per week.
- \_\_\_ 13. 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 Undergraduate Suspension Appeals Committee.

**I agree that each above requirement has been discussed and understood.**

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Chair Signature

Date

Student Signature

Date

## Frequently Asked Questions

### How is a student placed on academic probation?

Students are placed on academic probation following any semester in which their semester GPA is below 2.0 or after which their cumulative GPA is between 1.0 and 1.999. In addition, students who are successful in the appeal of their academic suspension are automatically placed on academic probation.

### What are the requirements while on academic probation?

- All freshmen who are placed on academic probation must enroll in UNIV 011 Learning Strategies, which does not count toward degree requirements.
- When a student is on academic probation, they are required to sign a contract with their department chair or in some cases The Academic Development Center. Students must complete the requirements of their probation contract.
- The student must complete the semester with a cumulative GPA of at least 2.0 and a semester GPA of at least 2.0 to go back to good standing.
- When students are placed on academic probation, the number of hours for which they may register is determined by their probation contract. The general guidelines for determining course load are based on GPA.

GPA	Course Load
2.0	15 hours
2.0 – 2.49	16 hours
2.5 – 3.49	17-18 hours
3.50 or above	19-21 hours

### What are strategies to raise my GPA?

- Identify or determine what caused your grades to fall which led to your being placed on Academic Probation. Personal issues, stress, missed classes, lack of study skills, test taking skills, lack of time management, inability to concentrate, procrastination, or poor study environments, are common difficulties for students that affect academic performance.
- Calculate what grades you will need to earn this semester in order to increase your GPA to 2.0.
- You may want to consider taking less hours.
- Apply different study skills and use the academic resources on campus, such as The Academic Development Center, Alpha Scholars Program, and Departmental Tutoring.
- Repeat courses in which you previously earned an F. This is the key opportunity to most quickly move your GPA to good standing.

### What are the consequences of academic probation?

- Students are not permitted to be candidates for or to hold any elected or appointed office.
- Students cannot participate in Study Abroad.
- Students may not participate in Sing Song Acts or Social Club activities.
- There may be financial aid and scholarship implications.

### What happens if I don't get off academic probation?

- Students are allowed to be on academic probation for only one semester. Failure to go back to good standing will result in academic suspension from the University.
- There is, however, one exception: If a student's cumulative GPA is below a 2.0 in which their term status is academic probation, but they earn a 2.5 semester GPA or higher, the student is placed on academic probation for a second semester.

### What does it mean to be in Good Academic Standing?

Students are in good standing if their term and cumulative GPAs are at least 2.0. A higher GPA is required by some majors for their students. These requirements are specified in the departmental sections of the university catalog. Good standing is not noted on the student's transcript.

### How do students get placed on academic suspension?

Students are suspended after any term (fall, spring, summer) in which they meet any of the following conditions:

- Enrolled in 12 hours or more AND cumulative GPA below 1.0  
*or*
- Enrolled in 12 hours or more AND on academic probation the previous term AND term GPA below 2.0  
*or*
- Enrolled in 12 hours or more AND on academic probation the previous term AND term GPA below 2.5 AND cumulative GPA below 2.0

Students who are suspended after the spring term, due to the schedules for summer classes, may remain in any previously enrolled summer I classes. All other summer and fall classes will be dropped as a result of the suspension.

### What happens if I am suspended from the University?

Students have two options:

1. Students may appeal their suspension by sending in a Suspension Appeal Application to the Registrar's Office. Suspension appeal applications are reviewed by the Undergraduate Suspension Appeals Committee.
2. Students who do not appeal their suspension or whose suspension appeal is not approved may apply for readmission after being out of school for at least one long term. In all cases of academic suspension, the University Readmission Committee will decide if the student should be readmitted, and if so, whether special conditions should be required for readmission. **It is strongly recommended that students on academic suspension take a full-time academic load (12 hours or more) at another institution and achieve a 2.5 or above GPA on those hours. Failure to take classes away from ACU may result in being denied readmission when you reapply.** When students are readmitted after suspension, they are placed on probation for one semester and may not be eligible for some forms of financial aid. (See page 17 in the catalog for information about readmission).

**NOTE: Federal regulations governing student financial aid may differ from ACU policy. A student may be eligible to attend ACU on academic probation but be ineligible to receive federal, state or institutional financial aid based upon a lack of satisfactory academic progress (SAP). The Student Financial Services Office should be consulted for more information.**