# Academic Probation Contract

**ID No.** _______________________________  **Email**  @umn.edu

**Name, Last** _______________________________  **Name, First** _______________________________

### YOUR CURRENT REGISTRATION

*You must be registered for courses to complete this contract.*

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
<th>Course 4</th>
<th>Course 5</th>
<th>Hours spent on classes/studies</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional commitments (work, student organizations, research, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Total credits** _____________________  **Total hours per week** _____________________

**Advisor comments** ________________________________________________________________

### REQUIREMENTS

1. Complete the Academic Probation Contract and required probation meeting(s) by the end of the seventh week of the term.

2. Earn at least a 2.0 term GPA or maintain a 2.0 cumulative GPA.

3. Meet any additional requirements of your Director of Undergraduate Studies in your major department or CSE College Academic Advisor.

   - No additional requirements
   - Earn a minimum of a C– in the following classes required for the major:

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
<th>Course 4</th>
<th>Course 5</th>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Significant changes to your coursework, missing or incomplete grades, and/or failure to complete at least one technical course (3-plus credits) may result in your continuing on probation at the discretion of the CSE Scholastic Committee. Failure to meet any of the requirements of your probation will result in your suspension from the University of Minnesota. At that time, you will be dropped from any courses you have enrolled in for future terms and will not be eligible to register at the University of Minnesota for at least one academic year. After one year, you can appeal to the CSE Scholastic Committee to have your status reconsidered. Reinstatement is not automatic. You will need to demonstrate that you have made changes that will help you succeed when you return.

**Student**  (print full name)  

**Signature**  

**Date**  

**Director of Undergraduate Studies**  (print full name)  

*Required for students admitted to their major

**Signature**  

**Date**  

**College Academic Advisor**  (print full name)  

**Signature**  

**Date**  

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### Office Use Only

<table>
<thead>
<tr>
<th>College Advisor</th>
<th>Office Use Only</th>
<th>College Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning from suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admitted to major (upper division)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Probation Term:</td>
<td>Fall 20</td>
<td>Spring 20</td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PeopleSoft Updates</td>
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<tr>
<td>Type of Hold Removed</td>
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<tr>
<td>P3</td>
<td>PC</td>
<td>PB</td>
</tr>
<tr>
<td>Type of Hold Added/Updated</td>
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<td></td>
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<tr>
<td>PC</td>
<td>PB</td>
<td>NA</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 20</td>
<td>Spring 20</td>
</tr>
<tr>
<td>Date</td>
<td></td>
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</tr>
</tbody>
</table>

**Logged in database**  

**Transcript attached**  

**Scanned**  

**Initials**  

**Date**  

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*Rev. April 2013*
The University places a student on academic probation when the term or cumulative grade point average (GPA) is below 2.0.

**STEPS YOU MUST COMPLETE WHILE ON ACADEMIC PROBATION**

While you are on academic probation, you may register during your designated queue time if you have completed the following steps:

1. Fill out the Academic Probation Contract and Self-Assessment worksheet.  
   *(Download pdf at cse.umn.edu/policies)*

2. If you have been admitted to your major (upper division), you must meet with your Director of Undergraduate Studies or Departmental Advisor to review your registration plan and discuss your Academic Probation Contract. Your Director of Undergraduate Studies or Departmental Advisor must sign the contract. Bring the completed contract to your meeting with your CSE College Academic Advisor. If you are a pre-major (lower division) student, skip this step and go on to step 3.

3. Bring your completed Academic Probation Contract and Self-Assessment worksheet to your academic probation meeting with your CSE College Academic Advisor. Be prepared to discuss your completed forms as well as your goals for the term and changes you will make/have made to improve your academic record.
   - Please call 612-624-2890 or stop into 105 Lind Hall to schedule this appointment.
   - If you do not bring your completed forms to this appointment, you will be required to reschedule.
   - If you are a pre-major student, you will also need to schedule a registration appointment, which must take place 24hrs after this appointment; so, it is important to schedule this appointment early in the semester.

**ACADEMIC PROBATION REQUIREMENTS**

As a CSE student, you must meet these minimum academic requirements during your probation semester in order to avoid suspension from the University:

- Complete the Academic Probation Contract and required probation meeting(s) by the end of the seventh week of the term.
- Earn at least a 2.0 term GPA or maintain a 2.0 cumulative GPA.
- Meet any additional requirements of your Director of Undergraduate Studies in your major department or CSE College Academic Advisor.

Significant changes to your coursework, missing or incomplete grades, and/or failure to complete at least one technical course (3-plus credits) may result in your continuing on probation at the discretion of the CSE Scholastic Committee.

**SUSPENSION**

Failure to meet any of the requirements of your academic probation will result in your suspension from the University of Minnesota.

At that time, you will be dropped from any courses you have enrolled in for future terms and will not be eligible to register at the University of Minnesota for at least one academic year.

You are encouraged to consult your academic advisor for guidance and support during that time. After one year, you will need to submit a Petition for Reinstatement after suspension form to the CSE Scholastic Committee to have your status reconsidered.

Reinstatement is not automatic. You will need to demonstrate that you have made changes that will help facilitate a successful return to the University of Minnesota.
Self-Assessment Worksheet

Please take time to reflect on the questions below. During your meeting, you and your advisor will discuss the answers to the following.

Name ___________________________________________ ID number ___________________________________________

CHALLENGES — In your own words, please describe the factors that contributed to your academic difficulties.

__________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________

STRENGTHS — In spite of difficulties, I am proud of the following [include both academic successes and personal success over the past few months.]

__________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________

RESOURCES — The following people or resources can provide me support as I move forward.

__________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________

Please check the following areas that have been challenging recently

**STUDY SKILLS**

- Concentration easily broken
- Difficult classes
- Difficulty managing time
- Too heavy of a course load
- Unable to understand course material
- Unsure how to study
- Other: ___________________________________________

**MAJOR/CAREER-RELATED ISSUES**

- Difficulty with courses in my major
- Uncertain of academic/career goals
- Unsure of interests, skills, and abilities
- Unsure of major choice
- Other: ___________________________________________

**FAMILY/SOCIAL RELATED ISSUES**

- Adjustment to U of M and/or USA
- Connection with other students
- Home or family problems
- Housing/roommate issues
- Separation from friends, family, home
- Other: ___________________________________________

**PERSONAL ISSUES**

- Balancing school, work, and/or family
- Financial difficulties
- Illness, health problems
- Stress and/or anxiety
- Social distractions
- Substance abuse
- Sadness or loneliness
- Other: ___________________________________________

Rev. April 2013
PERSONAL EVALUATION
However great our difficulties, there is always some degree of control that we have over the outcomes. Below is a place to sort out those items that are out of your control and those things you could have done differently over the past semester.

OUTSIDE MY CONTROL

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

COULD HAVE DONE DIFFERENTLY

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

My ideas for improving my academic performance next semester, including changes I have already made:

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

PLEASE RESERVE THE SPACE BELOW TO WORK WITH YOUR ADVISOR TO DEVELOP YOUR ACTION PLAN FOR SUCCESS.

GOAL SETTING AND ACTION PLAN FOR SUCCESS
Please list at least three goals you have identified to help you succeed this semester.

GOAL 1: __________________________________________________________

Action Steps ______________________________________________________

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

GOAL 2: __________________________________________________________

Action Steps ______________________________________________________

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

GOAL 3: __________________________________________________________

Action Steps ______________________________________________________

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...

__________________________________________________________________________________________________________________________ ...