Academic Probation Contract

ID No. ___________________________ Email ___________________________@umn.edu

Name ___________________________

First Last _______________________

YOUR CURRENT REGISTRATION You must be registered for courses to complete this contract.

__________________________________________________________________________________________________________________________________________________________

ACADEMIC PROBATION REQUIREMENTS

☐ 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.

☐ Earn a minimum of a C– in the following classes required for the major:

__________________________________________________________________________________________________________________________________________________________

☐ Other requirements

__________________________________________________________________________________________________________________________________________________________

Failure to meet any of the requirements of your probation will result in your suspension from the University of Minnesota. Reinstatement is not automatic. Significant changes to your coursework, missing or incomplete grades, and/or failure to complete at least one technical course (3 credits minimum) may result in your continuation on probation at the discretion of the CSE Scholastic Committee.

Student (print full name) ___________________________ Signature Date _____________

College Advisor (print full name) ___________________________ Signature Date _____________

Only Required if Admitted to CSE Major

1st CSE Major DUGS/Department Advisor (print full name) ___________________________ Signature Date _____________

2nd CSE Major DUGS/Department Advisor (print full name) ___________________________ Signature Date _____________

Office Use Only

Returning from suspension  ☐ Yes ☐ No Notes ___________________________

PeopleSoft Edits: Manage Service Indicator: PB, PC, _____________ Imaged: _____________

Contract logged on to master spreadsheet: ___________________________ Transcript attached to contact and files: ___________________________

Rev. 9/17
ACADEMIC PROBATION

STEPS YOU MUST COMPLETE WHILE ON ACADEMIC PROBATION TO AVOID SUSPENSION

**PRE-MAJOR (lower division) REQUIREMENTS**

1. Register for classes. You must be registered for classes prior to the probation appointment with your college advisor.

2. Schedule a probation appointment with your college advisor. The appointment must occur before the end of the seventh week of the semester.

   *Website to schedule appointment online: cseadvising.appointments.umn.edu*

3. Complete the Academic Probation Contract and Self-Assessment worksheet. Your appointment will be canceled at the time of check-in if the Probation Contract and Self-Assessment worksheet are not completed. *(Download pdf at cse.umn.edu/policies)*

4. During your appointment 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.

5. If you have other registration holds placed by the CSE college advising office, you will be required to schedule a second appointment with your college advisor. There must be a minimum of 24 hours between each advising appointment.

**ADMITTED TO MAJOR (upper division) REQUIREMENTS**

1. Register for classes. You must be registered for classes prior to the probation appointment with Director of Undergraduate Studies (DUGS)/department (major) advisor and your college advisor.

2. Schedule a probation appointment with your DUGS/department (major) advisor. The appointment must occur before the end of the seventh week of the semester. If you are admitted to more than one CSE major you will need to meet with both DUGS/department (major) advisors from each Major.

3. Schedule a probation appointment with your college advisor. This appointment cannot be scheduled before your appointment with your DUGS/major advisor. The contract must be signed by your DUGS/major advisor prior to your appointment with your college advisor. This appointment will be canceled at time of check-in if you do not have the signature of your DUGS/departmental advisor. The appointment must occur before the end of the seventh week of the semester.

4. Complete the Academic Probation Contract and Self-Assessment worksheet. Your appointment will be canceled at the time of check-in if the Probation Contract and Self-Assessment worksheet are not completed. *(Download pdf at cse.umn.edu/policies)*

5. During your appointment 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.

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) before 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 set by your College Academic Advisor and/or DUGS/departmental advisor.

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

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

Complete CSE academic probation and suspension details can be found at cse.umn.edu/policies
Please take time to reflect on last semester and check any areas that have been challenging for you. Bring this completed form to your probation appointment(s).

<table>
<thead>
<tr>
<th>STUDY SKILLS</th>
<th>MAJOR/CAREER-RELATED ISSUES</th>
</tr>
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<tbody>
<tr>
<td>Concentration easily broken</td>
<td>Difficulty with courses in my major</td>
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<tr>
<td>Difficult classes</td>
<td>Uncertain of academic/career goals</td>
</tr>
<tr>
<td>Difficulty managing time</td>
<td>Unsure of interests, skills, and abilities</td>
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<tr>
<td>English language skills</td>
<td>Unsure of major choice</td>
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<tr>
<td>Too heavy of a course load</td>
<td>Other:</td>
</tr>
<tr>
<td>Unable to understand course material</td>
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<tr>
<td>Unsure how to study</td>
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<td>Other:</td>
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<tr>
<th>FAMILY/SOCIAL RELATED ISSUES</th>
<th>PERSONAL ISSUES</th>
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<tbody>
<tr>
<td>Adjustment to U of M and/or USA</td>
<td>Balancing school, work, and/or family</td>
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<tr>
<td>Connection with other students</td>
<td>Financial difficulties</td>
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<tr>
<td>Home or family problems</td>
<td>Illness, health problem</td>
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<tr>
<td>Housing/roommate issues</td>
<td>Stress and/or anxiety</td>
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<tr>
<td>Separation from friends, family, home</td>
<td>Social distractions</td>
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<td>Other:</td>
<td>Substance abuse</td>
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<td>Sadness or loneliness</td>
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<td>Other:</td>
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University of Minnesota Academic Services
During your previous semester, did you use any University of Minnesota academic services (e.g. SMART Learning Commons, Student Counseling Services, Center for Writing, Chemistry Help Room)?

- [ ] No  [ ] Yes  If yes, which resources have you used? ________________________________

During your previous semester, did you receive help from the following?

- [ ] No  [ ] Yes  —  Professor
- [ ] No  [ ] Yes  —  Teaching Assistant (TA)

Academic Study Habits
This semester, how often are you attending class? (Check one)

- [ ] Almost never  [ ] Rarely  [ ] Half the time  [ ] Usually  [ ] Always

This semester, about how many hours per week do you spend studying outside of class? (Circle one)

- [ ] 0-10 hours  [ ] 11-20 hours  [ ] 21-30 hours  [ ] 31-40 hours  [ ] 41+ hours
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.

<table>
<thead>
<tr>
<th>Outside my control</th>
<th>Could have done differently</th>
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My ideas for improving my academic performance this semester, including changes I have already made:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

In spite of difficulties, I am proud of the following (include both academic and personal successes over the past few months):

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please list at least three goals you have identified to help you succeed this semester. What campus resources will you use to help you achieve your goals?

**GOAL 1:**
Action Steps
________________________________________________________________________________________
________________________________________________________________________________________
Resources I will use to help me achieve my goals
________________________________________________________________________________________

**GOAL 2:**
Action Steps
________________________________________________________________________________________
________________________________________________________________________________________
Resources I will use to help me achieve my goals
________________________________________________________________________________________

**GOAL 3:**
Action Steps
________________________________________________________________________________________
________________________________________________________________________________________
Resources I will use to help me achieve my goals
________________________________________________________________________________________