

Probation Major Advisor Meeting Form

Dear Major Advisor:

The Academic Advising Center values your assistance to students who are on probation. As part of the student's hold, they are required to meet with their major advisor to:

1) Set up a realistic academic plan

- Some students shouldn't be encouraged to take full-time school.
- Please ask how much time they have to devote to school each week.
- Too many classes deemed difficult or time-consuming could be considered unrealistic

2) Learn about the major and how to successfully declare a major

- Curriculum overview
- Special admission requirements
- Process to apply to program or declare
- Pre-requisites information

3) Discuss how to be successful within major coursework

- When courses are offered
- What courses *go well together* and which courses *should be separated*
- Strategies for repeating major classes
- Specific major, department, or college resources available

For Suspension/Dismissal appeals, please use the Suspension/Dismissal Major Meeting Form found in the student's Suspension/Dismissal appeal packet.

Thanks,
Academic Standards Team
801-581-8146
academicstandards@advising.utah.edu

AS Advisor: _____

Contact info: _____

Instructions to student:

- _____ Add to appeal packet
- _____ Drop off at front desk
- _____ Make a follow-up appointment

Useful Tips for Advisors:

- ❖ Check Advisor Meeting Notes panel in PeopleSoft. Please add your discussion as well.
- ❖ The student may be Suspended, if the student's term GPA falls below a 2.0 the term following a Probation or Probation Continued Academic Standing status.

Probation Major Advisor Meeting Form

The student must meet with their AS advisor and submit this form to remove their Probation hold. Please contact the Academic Advising Center or the student's AS advisor if you have any questions or concerns.

Student Information:

Name: _____ Student ID: _____

Major Discussed: _____

Major Advisor Name (please print): _____

Alternatives or Course Sequence Suggestions:

Suggested Course Plan for _____: (Term)

Course	Credits	Previous Grade/Repeat

Does this major have special admission requirements?

If yes, explain the pre-requisites, application, and/or process.

If no, explain declaration process for this student.

Special Instructions or Recommendations:

(Campus resources, classes, extracurricular activities, success strategies for major, information on entrance exams etc.)

I have met with this student and provided information regarding the above major.

Advisor Signature

Date