



Major Advisor Meeting Form

Dear Major Advisor:

The Academic Advising Center values your assistance to students who are on probation or are returning from suspension or dismissal. As part of the student's appeal, 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

- Special admission requirements
- Process to declare

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, your comments & suggestions become part of the student's plan for return to the University of Utah. The committee will partially base the appeal decision on whether the academic plan discussed and documented below is realistic. If you have any questions or concerns, feel free to contact either Academic Advising Center advisor below.

Thanks,
 Jason Atherton
 Advising Coordinator,
 Academic Advising Center
 Director, Academic Standards
 801-581-8146
 jatherton@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.

- ❖ If they are approved to return, they must maintain a minimum 2.0 term GPA until they reach 2.0 cumulatively. If they do not do this, they are suspended or dismissed from the university.

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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	Credit

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, success strategies for major, etc.)

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

Advisor Signature

Date