



ACADEMIC ADVISING CENTER

THE UNIVERSITY OF UTAH

Probation Major Advisor Meeting Form

Dear Major/Departmental 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 you to set a plan for success. Please go through the following checklist and provide information about the meeting so that the advisors in the Academic Advising Center have a better understanding about your conversation with the student. We encourage you to use the resources and information on [our website](#) to help create a plan for academic success.

Academic Plan

An academic plan is critical for students who are on probation. **In the semester following being placed on a probationary academic standing (PR, PRC), the student must earn at least a 2.0 term GPA to avoid Suspension.** With this in mind, too many difficult or time-consuming classes could be considered unrealistic, especially for students who must work. For this reason, a plan should be based on how much time a student can devote to school each week and, if necessary, may not include a full-time schedule.

Major Declaration

Students who are on probation are encouraged to learn about declaring a major or maintaining their declaration status. This would include a curriculum overview, information about prerequisites and any special admissions requirements, the process to apply to or declare a program, and requirements for maintaining declaration status.

Coursework

A student on probation needs to understand when courses are offered and how they are best paired. They should also understand strategies for repeating major courses, and the specific major, department, and college resources that are available to them.

Please Note:

Please share a digital copy of this completed form with the student following your meeting. If time allows, we greatly appreciate you sharing it with the Academic Standards team as well at academicstandards@advising.utah.edu. The student will discuss this form and proposed academic plan in a second appointment with an Academic Standards advisor. After reviewing the student's plan, the Academic Standards Advisor will release the student's Probation hold.

Please ensure that you have submitted advisor notes for this appointment in Navigate U/PeopleSoft.

Thank you,

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

Academic Standards appointments may be scheduled here: [Meet the Academic Standards Team](#)

For Suspension/Dismissal appeals, please do not use this form. Instead, please utilize the Suspension/Dismissal Major Meeting Form found in the student's appeal packet.

Probation Major Advisor Meeting Form

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

Student Name: _____ **Student ID:** _____
Major Discussed: _____ **Declared in major?** _____
Major Advisor Name: _____

Suggested Course Plan for: _____
 (Term)

Alternatives or Course Sequence Suggestions:

Course	Credits	Previous Grade (If Repeating)
Total hours:		

What are the special admissions/graduation requirements? (Explain any prerequisites, repeat and withdrawal policies, application/declaration process, competitive GPA expectations, etc.)

Special Instructions or Recommendations: (Campus resources, classes, extracurricular activities, success strategies for major, information on entrance exams, etc.)

- I have explained to the student that they may be Suspended/Dismissed if their term GPA falls below 2.0 following a Probation, or Probation Continued Academic Standing status.
- I have met with this student, provided information regarding the above major, and submitted advisor notes.

 Advisor Signature

 Date