

**UNIVERSITY STUDIES  
PROBATION STUDENT  
ACADEMIC SUCCESS AGREEMENT**

Directions: With the assistance of your academic advisor, you will complete a comprehensive plan to facilitate your academic success. An academic hold has been placed on your record which will prevent you from viewing or altering your schedule. Please follow the instructions given by your academic advisor on how to complete the Academic Success Agreement and submit the form to him/her. The hold will be removed by your academic advisor once he/she receives this completed agreement.

**Part I: Student Information**

Current Term: **Spring 2010**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Local Telephone Number: \_\_\_\_\_ IM Screen Name: \_\_\_\_\_  
 Advisor: \_\_\_\_\_ Tentative major: \_\_\_\_\_

**Part II: Student Expectations**

I must fulfill each of the expectations indicated below in order to increase my chances of academic success:

Mark each box that applies to you

I have read and understand the Virginia Tech academic eligibility policy found in the *Undergraduate Course Catalog and Academic Policies* ([www.undergradcatalog.registrar.vt.edu](http://www.undergradcatalog.registrar.vt.edu)).

(Note: Refer to the GPA calculator on Hokie Spa to complete this next item).

I understand that I must meet **one** of these three conditions:

- Earn a **semester** grade point average of \_\_\_\_\_ while enrolled in \_\_\_\_\_ credit hours in order to achieve a **cumulative** GPA of 2.00 or above; or
- Earn a **semester** grade point average of 2.50 or higher for the current term.
- *Students returning from academic suspension* may earn a **minimum semester** GPA of 2.00 and raise the **cumulative** GPA to a 2.00 by the end of the second semester enrolled or earn a 2.50 GPA for every semester following the suspension until cumulative GPA is 2.00 or greater.

**Note: Pass/Fail course grades and hours should not be factored into the GPA calculation unless a failing grade is earned.**

- I agree to attend every class and to complete and submit all assignments on time. In case of extenuating circumstances, I agree to follow up with my advisor if I am unable to attend class or complete assignments on time. (See #8 under Part IV)
- I agree to meet with my academic advisor at least once a month during this period. I also understand that it is my own responsibility to schedule these appointments.
- I understand that my advisor may require me to complete tasks in between appointments throughout the semester.
- I agree to read my VT E-mail account on a weekly basis for correspondence and updates from my advisor.

**Part III: Action Plan for Academic Success**

To be a successful college student, it is important to develop specific, realistic goals that you can accomplish and a plan of action detailing how you will reach these goals.

List the courses you intend to take for the current term and the grade you plan to earn in each course:

Course Abbreviation and Number (i.e. ENGL 1105)	Credits	Anticipated Grade	Anticipated Grade Points

**Note: Pass/Fail course grades and hours should not be factored into the GPA calculation unless a failing grade is earned. See #9 under part IV on page 3 of this document for more information.**

The grades you anticipate to earn calculate to a **semester** GPA of \_\_\_\_\_. This will result in a **cumulative** GPA of \_\_\_\_\_. If you need assistance with calculating your GPA you may use the GPA calculator on Hokie Spa.

Students on academic probation are not permitted to enroll in more than 16 credit hours during the probationary semester.

List at least three personal or academic goals for the upcoming semester:

- 1)
- 2)
- 3)

If you have more goals you hope to achieve, you may use this space to write them.

For each goal you listed, describe your plan to reach that goal:

- 1)
- 2)
- 3)

Plans for other goals:

It is not expected for you to work on your road to academic success alone. There are numerous resources on Virginia Tech's campus that can help you work on achieving your goals. Mark the box of the campus resource(s) you will use during the upcoming semester: (If you are not familiar with a resource, refer to the website listed beside the office.)

- Center for Academic Enrichment and Excellence ([www.cae.vt.edu](http://www.cae.vt.edu))
- Tutoring Resources (see advisor for specific subjects)
- Cook Counseling Center ([www.ucc.vt.edu](http://www.ucc.vt.edu))
- Career Services ([www.career.vt.edu](http://www.career.vt.edu))
- Services for Students with Disabilities ([www.ssd.vt.edu](http://www.ssd.vt.edu))
- Your Academic Advisor

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**To be completed by your advisor during your first mandatory meeting:**

For the campus resources you checked above, listed are the location, contact information, and other notes.

Campus Resource	Office Location	Phone Number	Notes

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Setting realistic goals and a plan to achieve those goals are two important components in being a successful college student. Being motivated to achieve these goals and to stick to the plan is another important factor to be successful.

What is your motivation to reach the goals you listed above?

If you run into any obstacles with your plan to achieve your goals during the upcoming semester, what will you do to overcome the obstacle and stay motivated?

## Part IV: Academic Probation Facts

Please read all the following statements.

1. Your current academic status is (*Mark the appropriate box*)  
 First Probation                       Second Probation                       Third Probation
2. You will be placed on  
 First Suspension                       Second Suspension                       Final Suspension  
*if* you do not meet the requirements as stated on the first page of this document.
3. The last day to drop a course in Spring 2010 is Monday, March 1, 2010. You must have all of your holds (i.e., parking, immunization, academic) removed before this time. To drop an individual course, access Hokie Spa. It is advisable that you consult with your academic advisor PRIOR to dropping a course. A course dropped before this deadline is removed from your transcript. This process is different than a Course Withdrawal, see item #5.
4. The last day to resign from the University (withdraw from *all* of your classes) is Monday, March 22, 2010. A resignation form must be completed and turned into your academic advisor. This may be a recommended option if you are struggling in most, if not all, of your classes prior to the deadline.
5. The Course Withdrawal Policy is intended to assist students who find themselves enrolled in courses for which they are insufficiently prepared, or who initially enroll in majors that they subsequently change. Presidential Policy 196 allows currently enrolled students to designate a course status of "Course Withdrawn." A maximum of six (6) hours may be dropped beyond the normal six-week drop-deadline date during a student's academic career at Virginia Tech subject to the stipulations outlined in the *Undergraduate Course Catalog and Academic Policies*. To exercise this option, interested students should see their academic advisor to obtain a course withdrawal form and submit it to their designated departmental representative and academic dean for approval.
6. Academic support and tutorial services are available free of charge through the Center for Academic Enrichment and Excellence, 110 Femoyer Hall, (540) 231-5499. It is in your best interest to take advantage of the services they provide starting at the beginning of the semester. Please do not attempt to use your failure to take advantage of these services as an excuse for why you are not academically successful at the end of the semester.
7. For personal concerns, counseling services are available through the Thomas E. Cook Counseling Center, 240 McComas Hall, (540) 231-6557. In addition, if you become ill, health services are available on campus for all students through the Schiffert Health Center, McComas Hall, (540) 231-6444.
8. If you miss classes due to an extenuating circumstance, there are offices at Virginia Tech that will help you contact your instructors to inform them of when you miss classes. It is your responsibility to contact your instructors regarding missed work or make-up work. For missing classes due to an illness, contact the Schiffert Health Center. For missing classes due to a family emergency, contact the Dean of Students office, 201 W. Roanoke St., (540) 231-3787.
9. Under the Pass/Fail grading system, a "P" is granted for earning a "D" or better in the course; otherwise, an "F" is given. A "D-" is a failing grade under the Pass/Fail option. The "P" or "F" is recorded on your transcript and credit is given if the course is passed. If the course is failed, the "F" is considered equivalent to an "F" received under the "A-F" grading system and is included in calculation of the semester and cumulative GPA. A grade of "P" is not calculated into the semester or cumulative GPA.

*I understand the importance of fulfilling the above stipulations. Failure to do so will be documented and can be used in the academic appeal process. I understand and accept all parts of this Academic Success Agreement as outlined. I accept full responsibility for my academic success but will consult my academic advisor regarding the decisions that I make.*

Print Student Name

Date

Student Signature (to be signed at your first meeting)