

# PHOENIX PROGRAM

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Providing guidance and support to  
University Division students on academic probation



**University Division  
Student Academic Center**

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Indiana University, Bloomington

Fall 2017

## **The Legend of the Phoenix**

The story of the Phoenix is one of hope, renewal and transformation. An image found in traditions around the world, the Phoenix is a mythical bird associated with the sun and with fire. The story is that the Phoenix lives for a thousand years. At the end of one life cycle, it bursts into flames and burns down to ashes. Out of the ashes from that fire, though, a new bird is reborn. The rebirth of the Phoenix from the ashes reminds us that even after we've experienced difficulty or sustained a loss, we still have the power to create a thriving new life for ourselves.

## Advice from peers who have been there:

“You definitely shouldn't think that you aren't smart because you're on academic probation. One thing that my advisor always told me was that if you are smart enough to meet the entry requirements to IU, you are smart enough to succeed in college. Some people just have a harder time than others. Don't be upset with yourself because you are on academic probation.

Personally, I look back on myself being on probation as a positive experience that changed my life for the better. If I had the opportunity to go back in time and change me being on academic probation, I wouldn't do it because I have learned so much and grown greatly as a person throughout my journey.

You shouldn't feel alone either just because you are on academic probation. You have a great support system that is here to help you, and the people in this support system really do want to help you, we want you to be the best student that you can be!”

Patrick, Peer Instructor, EDUC-X158

“Some encouraging things that people told me were:

- Anything is possible.
- This isn't the end of the road.
- I have faith in you.
- You are a very smart individual; you are just in a tough spot right now.
- You will learn from your mistakes and come out of all of this a better person and more successful than you would have thought.

All of these things really assured me that everything in my life was going to be just fine. I found all of these things very encouraging because none of them put me down. They gave me faith in myself and made me realize that I could do anything that I set my mind to...”

Shelby, Peer Instructor, EDUC-X158

## Want to hear more from peers that recovered from probation?

Check out the video [Resilience & Bouncing Back](#)

## Probation Questions and Answers

### What does it mean to be on Probation?

All students with an IU CGPA (Cumulative Grade Point Average) below a 2.0 are placed on some form of probation. The only way to get off of probation is to bring your IU CGPA at or above a 2.0.

### What is the difference between Probation and Critical Probation?

The type of probation you are on (probation vs. critical probation) is based on your IU CGPA and transfer credit hours. Probation gives you the opportunity to raise your CGPA. The first time your IU CGPA falls into the critical probation range, you are placed on “critical probation,” which means you are in danger of dismissal. If your IU CGPA falls into the critical probation range a second time, you are dismissed.

<b>Credit Hours Completed</b>	<b>Probation</b> if IU CGPA is less than 2.00 and is	<b>Critical Probation</b> if IU CGPA is
1-18	1.33 or higher	less than 1.33
19-36	1.63 or higher	less than 1.63
37-45	1.83 or higher	less than 1.83
46 or more		less than 2.00

### When am I in danger of being dismissed?

If you have already been on critical probation once, then you are in danger of dismissal. If your IU CGPA falls into the critical probation range a second time, you are dismissed and may not enroll at IUB for at least one fall or spring semester. However, there is one exception: if you have a current semester IU GPA of 2.5 or higher, you will not be dismissed regardless of your cumulative grade point average.

### What is required of me now that I am on probation or critical probation?

All University Division students on probation are required to sign a Phoenix Program Probation Agreement with their advisor. The agreement lays out certain requirements. However, the only way to get off probation is to raise your IU cumulative GPA to at least a 2.0.

### Why do I need to sign a Phoenix Program Probation Agreement?

The purpose of the Phoenix Agreement is to give you structure to help raise your GPA and get into good standing. In order to register for classes during the Early Registration period, you must fulfill the terms of the agreement. You must meet your advisor to sign the agreement during the first four weeks of the semester. Please see page seven for a sample agreement.

### Should I take EDUC-X158?

If this is your first time on probation, or you have not yet taken EDUC-X158 Culture of College, then you need to take it this semester to fulfill your Phoenix Agreement. If EDUC-X158 is already filled, then you may enroll in EDUC-X156 or a first eight weeks section of EDUC-X150. If you have questions about this requirement, talk to an advisor during walk-in hours during the first week of classes.

### **What if I have already taken EDUC-X158?**

If you have already taken EDUC-X158, then you will need to sign the Phoenix Program Agreement II with your advisor. For this agreement, you will need to meet with your advisor two times in the semester, the first to sign the agreement and the second to plan enrollment for the next semester. We also recommend that you enroll in EDUC-X157 Key Strategies for Academic Success.

### **When should I meet with my advisor?**

You should meet with your advisor as soon as possible. During the first week of the semester it is a good idea to visit a UD advisor during walk-in hours to check your schedule. An advisor will help determine if the courses you are taking are appropriate, if you should repeat classes, if you should take a study skills course, etc. You should then set up a scheduled appointment which is required in order to sign your Phoenix Agreement. You will also need to meet with your advisor to plan for the Spring term.

### **How do I schedule an appointment with my advisor?**

If your advisor works in the residence halls or in Maxwell Hall you may schedule an appointment online with your advisor at <https://starnet.indiana.edu/>. If you have a specialized advisor, you will need to contact them to schedule an appointment: Groups - 812-855-0507, Athletics - 812-855-0876, Honors - 812-855-3555. If you are uncertain who your advisor is, contact 812-855-6768.

### **How do I calculate the IU GPA I need to get off of probation?**

Go to page nine of this booklet and use the provided Target GPA Worksheet to calculate the semester GPA you need to get back into good standing. If you find the worksheet confusing, please check in with your UD advisor, who will help explain the worksheet. You may also find our online GPA Calculator useful: <https://ud.indiana.edu/academic-advising/gpa-calculator.php>.

### **What are credit points?**

Grades A through F are assigned numeric values, or credit points, according to the following chart:

A = 4.0	B+ = 3.3	B- = 2.7	C = 2.0	D+ = 1.3	D- = 0.7
A- = 3.7	B = 3.0	C+ = 2.3	C- = 1.7	D = 1.0	F = 0

Credit points are multiplied by credit hours to represent numerically a student's achievement in a course. **Example:** if a student earns a C in a 3 credit hour course, 6 credit points are earned for that course (3 hours x 2.0 points). If a student earns a B-, C, D and D- in four 3 credit hour courses, 19.2 credit points are earned for that semester [(3 x 2.7 = 8.1) + (3 x 2.0 = 6) + (3 x 1.0 = 3) + (3 x 0.7 = 2.1)].

### **Should I repeat a class and file an "X" petition?**

You may retake up to three courses totaling no more than ten credits. This option may only be used once for a given course. Your transcript shows both grades, but only the second grade is counted in your official IU GPA. Many schools do not accept the X policy internally (i.e. for admission purposes). If you are interested in "X-ing" a class, discuss it with your advisor. To submit an X petition, go to the UD Records Office in Maxwell Hall, room 028. For more information go to:

<https://ud.indiana.edu/policies/extended-x.php>

**When is academic status determined?**

Academic records are reviewed at the end of fall, spring, and summer terms. Determination of academic status is based upon all credit hours attempted (both transfer hours and IU graded hours) and IU CGPA. "Tested" hours and P/F hours are not included in the graded hours unless a grade of "F" is given for the P/F.

**Does course work at another IU campus affect my academic standing?**

Yes. Courses taken at other IU campuses affect your IU Bloomington academic status in exactly the same way as courses taken at IU Bloomington.

**What happens if I get dismissed?**

If you get dismissed at the end of the spring semester, your summer and fall IUB enrollment will be cancelled. If you are dismissed at the end of the fall semester, your spring IUB enrollment will be cancelled. If you are an international student you should contact the Office of International Services right away.

When you have been dismissed for the first time, you must sit out of IUB for at least one Fall or Spring semester. You may then petition for reinstatement by the appropriate deadline: November 1<sup>st</sup> or June 15<sup>th</sup>. To obtain a petition and get more information about reinstatement, go to <https://ud.indiana.edu/policies/reinstatement.php> or contact the OVPUE Records Office in Maxwell Hall room 028, 812-855-7797.

**Could my academic status affect my financial aid?**

For most financial aid, the minimum requirement is that you must maintain a CGPA of 2.0 or higher and complete at least 67% of hours attempted (W's, I's and F's do not count as completed hours). Many scholarships and grants have more stringent requirements. If you have any financial aid, you should contact the Office of Student Financial Assistance to make sure your financial aid has not been revoked. To find out more, go to <http://studentcentral.indiana.edu/financial-aid/manage/keeping-aid.shtml>.

## Dates and Deadlines

### Agreement Deadline

An academic “hold” is placed on the record of all students with CGPA’s below 2.0, preventing them from registering for classes for future terms without special authorization. You must sign the agreement by the deadline and fulfill the requirements of the agreement, or the academic hold will remain on your record until semester grades are final and the OVPUE Records Office has determined whether you are eligible for enrollment. However, if you have not signed the agreement, you may request a release of the hold to register during Early Registration if you can prove that you have earned a 2.7 with your Early Evaluation grades. You must submit proof of the 2.7 GPA with a grade report form before the hold may be released.

**Deadlines for signing the Phoenix Agreement:** Friday, 15 September 2017

### Auto W-Drop deadlines

Starting Monday, August 28, you may make an e-Drop using the online services directory at [One.IU.edu](http://One.IU.edu). On the One.IU main page, search “late drop,” then select the “Late Drop/ Add Classes” task icon to make the necessary changes to your schedule. Note: Please select the first icon from the left which reads “*after the 1st week of classes,*” not “(Administrative).”

Auto-W Deadline:	Fall 2017
1 <sup>st</sup> Eight Weeks	Sunday, September 24
Semester-length course	Sunday, October 22
2 <sup>nd</sup> Eight Weeks	Sunday, November 19

After the automatic withdrawal period, you may withdraw from a class only with the permission of Associate Vice Provost. This approval is normally given only for urgent reasons related to extended illness or equivalent distress. In all cases, the instructor must also agree to approve a late withdrawal. You should provide supporting documentation to your instructor, and request that s/he assign a grade of “W,” otherwise an “F” may be given.

### “X” Petition Deadlines

If you are repeating a course with the intention of filing an “Extended – X” petition, you must file the petition with the University Division Records Office in Maxwell Hall, room 028 any time before you graduate. We recommend that you submit your petition before the end of the semester you are re-taking the course.

Certain conditions apply; see your advisor to determine whether you are eligible to take advantage of the “Extended- X” policy.

## Phoenix Program Agreement - Probation



Student Name: \_\_\_\_\_ Username: \_\_\_\_\_

This agreement is for University Division students who are on Probation status. Fulfilling the requirements of this agreement will allow you to register for classes for the following semester during Early Enrollment. However, fulfilling your agreement will not by itself remove you from probation. In order to regain good standing, you must raise your CGPA (Cumulative Grade Point Average) to a 2.0 or better.

### Academic Status

The type of probation you are on (probation vs. critical probation) is based on your IU CGPA \_\_\_\_\_, completed IU GPA credit hours \_\_\_\_\_, and transfer credit hours \_\_\_\_\_ (test credits don't apply). Currently you have \_\_\_\_\_ credit hours completed that apply to your academic status.

Credit Hours Completed	Probation If IU CGPA is less than 2.00 and	Critical Probation If IU CGPA is
1-18	1.33 or higher	less than 1.33
19-36	1.63 or higher	less than 1.63
37-45	1.83 or higher	less than 1.83
46 or more		less than 2.00

This semester you are adding credit hours to your completed hours. At the end of this semester you will have \_\_\_\_\_ **credit hours** that apply to your academic status. Based on your credit hours you need to reach an **IU CGPA** of \_\_\_\_\_ in order to avoid critical probation. If your IU CGPA falls in to the critical probation range a second time you will be dismissed from University Division (unless you receive a semester GPA of a 2.5 or higher that term).

### Target (semester) GPA to Reach Good Standing

- You will file an extended X for these repeated courses \_\_\_\_\_
- Based on \_\_\_\_\_ graded hours and the extended X(s) above, your target GPA to reach GOOD STANDING is \_\_\_\_\_.

### Target (semester) GPA to Avoid Critical Probation

- Based on \_\_\_\_\_ graded hours and the extended X(s) above, your target GPA to avoid CRITICAL PROBATION is \_\_\_\_\_.

### Target (semester) GPA to Gain Admission to School or Program (First and Alternate choices)

- Your target GPA to gain admission to \_\_\_\_\_ is \_\_\_\_\_.
- Your target GPA to gain admission to \_\_\_\_\_ is \_\_\_\_\_.

Remember that the target GPA is calculated for the number of graded credit hours in which you are enrolled for the semester. A change in hours (drop/add) will alter the Target GPA. See your advisor for help with calculating your new Target GPA if you drop or add hours after signing this agreement.

Notes regarding Target GPAs:



**Goal Setting**

Your education at IU is all about you and the goals you have in mind for your future. In order to perform your best this semester it is important that you have specific, measurable, attainable, relevant, and timely (SMART) goals. With your advisor, write down two SMART goals for this semester; in addition to the biggest obstacle toward achieving that goal.

**Goal #1:** \_\_\_\_\_  
\_\_\_\_\_

**Obstacle:** \_\_\_\_\_  
\_\_\_\_\_

**Goal #2:** \_\_\_\_\_  
\_\_\_\_\_

**Obstacle:** \_\_\_\_\_  
\_\_\_\_\_

**To fulfill this agreement, you must do the following:**

- I. **If you have not already taken the course, enroll in EDUC-X158 Culture of College (If closed then EDUC-X156 or first eight week EDUC-X150).**
- II. **Meet with your advisor for a scheduled appointment to plan enrollment for the next term.**

**Future Eligibility to Enroll:** All students who are not in academic good standing (CGPA below 2.0) have a “hold” placed on their enrollment, and may not enroll for the next semester’s classes until the hold is released by an advisor. To have the hold released so that the student may register for classes during Early Enrollment, the student must complete agreement requirements and be in contact with the assigned advisor.

**My signature indicates that I understand my academic status and agree to abide by the above.**

\_\_\_\_\_  
**Student Signature/Date**

\_\_\_\_\_  
**Advisor Signature/Date**

## Student Academic Center Courses

If EDUC-X158 The Culture of College is closed by the time you register you may take one of the following courses to fulfill your Phoenix Program Agreement:

### **EDUC-X150: Becoming the Best Student**

*8 Week Course*

*2 credits*

*Letter Grade*

This course is a concentrated crash-course in college academics. The focus is on helping students organize their lives, developing best practices for academic study, and fostering a love of deep learning.

Coursework builds transferable skills in time management, studying and test-taking, taking notes, reading for better comprehension, and critical thinking. **Open to freshman and sophomores only. Only the first eight-week course can be used for the Phoenix Agreement.**

### **EDUC-X156: College and Life Long Learning**

*Full semester course*

*2 credits*

*Letter Grade*

This course emphasizes “*self-directed learning*” under the guidance of a personal “*academic fitness trainer.*” Under the guidance of their own “*academic fitness trainer,*” the student learns how to *direct their present learning experiences* and achieve the outcomes they desire. X156 helps to *empower the student to take responsibility* for the quality of their education by using critical thinking and self-awareness. **Open to all students**

## Phoenix Program Agreement II

If you have previously taken EDUC-X158, then you will sign a Phoenix Program Agreement II. For this agreement you will need to meet with your advisor to sign the agreement and calculate your target GPA. Then you will need to meet with your advisor a second time to plan enrollment for the next term.

## Target GPA Worksheet

- \_\_\_\_\_1) Enter the IU GPA hours you have completed. You can find this information in your Student Center. To access your Student Center, select the "Student Center" task icon under the "Most Popular" section of the One.IU.edu main page. Once you are in your Student Center, click "My Academics & Grades" followed by "View My Unofficial Transcript." At the bottom of your transcript, under "Indiana University Undergraduate Summary," look for "IU GPA Hours" (NOT "Hours Earned").
- \_\_\_\_\_2) Enter the IU GPA hours in which you are currently enrolled (do not include classes graded Pass/Fail).
- \_\_\_\_\_3) Enter the number of credit hours you are repeating this term for which you plan to file an Extended X Petition. Enter "0" if you are not repeating any classes.
- \_\_\_\_\_4) Add lines 1 and 2, then subtract line 3. The result on line 4 is the number of credit hours you will have completed at the end of this term.
- \_\_\_\_\_5) Enter the Target Cumulative GPA (CGPA) you want at the end of this term (for example, 2.0 for Academic Good Standing).
- \_\_\_\_\_6) Multiply line 4 by line 5. The result on line 6 is the number of grade points you need to reach your Target CGPA.
- \_\_\_\_\_7) Enter the number of "Points" you have earned. You can find this information at the bottom of your transcript (see instructions in #1 above for accessing your transcript).
- \_\_\_\_\_8) Enter the number of points earned with the original grades in the classes you are repeating and for which you plan to file an Extended X Petition (see the Grade Point Values box below to calculate this figure). Enter "0" if you are not repeating any classes.
- \_\_\_\_\_9) Subtract line 8 from line 7. The result on line 9 is the number of points you will have earned at the end of this term.
- \_\_\_\_\_10) Enter the number of grade points needed to achieve your Target CGPA (line #6).
- \_\_\_\_\_11) Enter the number of grade points you will have earned at the end of this term (line #9).
- \_\_\_\_\_12) Subtract line 11 from line 10. The result on line 12 is your Grade Point Deficit – the number of grade points you need to earn this term to reach the Target CGPA you entered on line #5.
- \_\_\_\_\_13) Enter your currently enrolled IU GPA hours (line #2).
- \_\_\_\_\_14) Divide line 12 by line 13. The result on line 14 is the GPA you need to earn this term to reach your Target CGPA.

### GRADE POINT VALUES:

Multiply the number of class credit hours by the appropriate value below to determine points earned for that class.

A = 4.0	B+ = 3.3	B- = 2.7	C = 2.0	D+ = 1.3	D- = 0.7
A- = 3.7	B = 3.0	C+ = 2.3	C- = 1.7	D = 1.0	F = 0

## Where To Turn For Help

### If you are exploring your major:

#### **Explore Majors website**

The Explore Majors website provides information about all the majors, minors and certificates on the IUB campus. <https://ud.indiana.edu/getting-started/explore-programs.php>

#### **Career Development Center**

Check out the IU Career Guides, take an interest inventory that can help clarify how your interests, values, and personality connect to specific majors and careers, or see a career advisor.

<http://cdc.indiana.edu/>

#### **Enroll in ASCS-Q 294 Basic Career Development.**

This class will help you learn about yourself in relation to a major or career and develop a career action plan. <http://cdc.indiana.edu/help/career-courses.html>

### If you need help with study skills or studying for a particular class:

#### **Student Academic Center Video Series**

The SAC online video series focuses on a wide variety of topics and skills to enhance undergraduate academic success. New episodes are released regularly. <http://sacblog.indiana.edu/>

#### **Academic Support Centers**

The ASCs offer a wide range of free evening services, including tutoring for a variety of courses, advising, workshops, and review sessions. [www.indiana.edu/~acadsupp/ASChome.shtml](http://www.indiana.edu/~acadsupp/ASChome.shtml)

#### **Math Learning Center**

The MLC provides a group tutoring experience in which students work together with others taking the same course, and tutors assist by giving hints and guiding students towards the correct solution.

<https://math.indiana.edu/undergraduate/MLC.html>

#### **Writing Tutorial Services**

WTS offers free 25-50 minute tutorials on all stages of the writing process. WTS is intended for anyone working on a paper for any class offered on the Bloomington campus.

[www.indiana.edu/~wts/](http://www.indiana.edu/~wts/)

### If you need emotional support or motivational help:

#### **Counseling & Psychological Services**

CAPS offers individual counseling, group counseling, couples counseling, workshops, and psychiatric consultation. <http://healthcenter.indiana.edu/counseling/index.shtml>

#### **Center for Human Growth**

The center offers counseling for individuals, couples, and families. <http://education.indiana.edu/chg/>

#### **Gay, Lesbian, Bisexual, and Transgender Student Support Services**

The IU GLBT Student Support Service Office serves as a resource and information center for campus and community individuals, groups, events, and activities.

#### **Sexual Assault Crisis Service**

This is a comprehensive service for victims of sexual assault and their family and friends that provides crisis intervention and individual and group counseling.

<http://healthcenter.indiana.edu/counseling/services/sexual-assault.shtml>

## **If you need other help:**

### **Disability Services for Students.**

*If you have, or suspect you have, a disability, learning or otherwise, visit DSS. DSS ensures access of University programs and services to eligible students by working closely with the IUB community to develop and coordinate appropriate accommodations.*

<https://studentaffairs.indiana.edu/disability-services-students/>

### **University Division Advisor**

*An advisor is a good resource to turn to for referrals for help. If you aren't sure where to turn, start by scheduling an appointment with your UD advisor at [Starnet](#).*

### **IU Peer Coach**

*Meet with an IU Peer coach to learn the technical aspects of navigating degree requirements and enrollment. <https://ud.indiana.edu/opportunities/peer-coaches.php>*