**PHOENIX PROGRAM Academic Probation Guidebook**

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Providing guidance and support to University Division students in the academic probation process

**A collaboration between University Division & Student Academic Center**

**Indiana University, Bloomington**

# 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

“Instead of dwelling on past mistakes or circumstances, it is vital to shift the focus towards what is yet to come. Growth begins at the end of our comfort zone, and being on Academic Probation is uncomfortable.

Remind yourself that you are brave for continuing and pushing forward in this new, intimidating circumstance. Remind yourself that you are meant to be here just as much as anyone else is meant to be here, and the proof of that lies in the fact that you got here in the first place. Remind yourself that you are on a path unique to your own life, and no one has experienced everything you have gone through except for yourself. Remind yourself that success is better defined by resilience, bravery, and courage more so than numbers, letters, and approval. Personally, I would rather experience adversity, though be it difficult, than live a life with no struggles because adversity creates resilience, empathy, compassion, strength, and the ability to help others. This experience can help you help others in the future; it has created more life experience than you would have if you had never gone through this. We are often our own best cheerleaders and our own worst critics, and that can be very limiting. You are capable of more than you expect from yourself.”

Lauren, Peer instructor, EDUC-X158

# Want to hear more from peers who were successful in the probation process?

Check out the video [*Resilience & Bouncing Back*](https://youtu.be/Aji-bCLAO_c)

**Probation Questions and Answers**

**What does it mean to be in the probation process?**

Students who earn an IU cumulative grade point average (IU GPA) below 2.0 are placed on some form of academic probation (either “Probation” or “Critical Probation”) because they have fallen below IU’s GPA requirement standard for “Good Standing”. Academic “Good Standing” requires an IU GPA of at least 2.0.

* **The only way to successfully complete the probation process is to raise the IU GPA to 2.0 or above.**

**What is the difference between “Probation” and “Critical Probation”?**

* “Probation” is a warning. Probation does not result in dismissal.
* “Critical Probation” is more serious. Being placed on Critical Probation twice can result in academic dismissal from IU-Bloomington.
* The type of probation (probation vs. critical probation) is based on IU GPA in relation to total (IU + transfer) credits.
	+ Academic status is based upon all credit hours attempted (both transfer hours and IU graded hours) and the IU GPA.
	+ IU GPA hours, transfer hours and GPA can be viewed on a student’s [unofficial transcript](https://one.iu.edu/task/iu/view-unofficial-transcript) available from [one.iu.edu](https://one.iu.edu/).
	+ “Tested” hours and P/F hours are not included in the graded hours unless a grade of “F” was earned.
	+ Ask an advisor if you have questions about your total hours.

|  |  |  |
| --- | --- | --- |
| **Credit Hours Completed\*** | **PROBATION**if IU GPA is < 2.0 and is… | **CRITICAL PROBATION**if IU GPA 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+ |  | Less than 2.00 |

\*To calculate Credit Hours Completed, include IU GPA hours (not hours earned) + transfer hours

**Am I on “Probation” or “Critical Probation”?**

* If you have questions about this after reviewing the information above, talk with an advisor.

**Under what circumstances are students “dismissed”?**

* University Division students are dismissed at the end of any term if their IU GPA falls into the CRITICAL probation range for a second time and their most recent semester GPA is less than 2.5.

 **What happens if you are “dismissed”?**

* Dismissed students are automatically unenrolled from IUB classes and may not enroll in classes at IUB for at least one fall or spring semester. If you are dismissed at the end of the fall semester, your spring IUB enrollment will be cancelled. If you are dismissed at the end of the spring semester, your summer and fall IUB enrollment will be cancelled.
* After at least one fall or spring semester away from IUB, dismissed students can petition for reinstatement by the appropriate deadline: November 1 or June 15. <https://ud.indiana.edu/policies/reinstatement.html>
* There is no automatic reinstatement or guarantee of reinstatement.
* If you are an international student and are dismissed, contact the Office of International Services (ois@indiana.edu or 812-855-9086) immediately.

**What is required of me now that I am in the probation process?**

* If you are a University Division student in the probation process you are required to meet in a scheduled advising appointment with your assigned advisor during the first few weeks of the semester to develop and sign a Phoenix Program Probation Agreement (pages 7-8).
* You are also expected to enroll in EDUC X 158: The Culture of College (3 credits) in the semester ahead.
* To successfully complete the probation process, you must raise your IU GPA to 2.0 or above.

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

* There are three essential objectives for developing and signing a Phoenix Agreement:
	1. to make sure you understand the semester GPAs that will be required to avoid critical probation or dismissal and to raise your IU GPA to 2.0 (good standing)
	2. to review where you stand in relation to the admission GPA requirement for your intended major/program.
	3. to help you identify your academic goals for the semester ahead--and to consider challenges you face in achieving them.
* In order to register for classes during the next Early Registration period, you must fulfill the terms of your Phoenix Agreement.

**Should I enroll in EDUC-X158?**

* **If this is your first time working through the probation process, or you have not yet passed EDUC-X158 Culture of College, you should enroll in EDUC-X 158 this semester.**
* You may need to drop another course to accommodate EDUC-X 158 in your schedule. Discuss any enrollment changes with an advisor during the first week of the semester.
* If EDUC-X158 has no seats available, enroll in a first eight weeks section of EDUC-X150 or in EDUC-X156 instead.
* If you have questions about this requirement, talk to a University Division advisor before the end of the first week of classes.

**What if I have already completed EDUC-X158 and I am still in the probation process?**

* You are encouraged to enroll in EDUC-X157 Key Strategies for Academic Success (1 credit).
* In addition, you need to schedule an appointment with your advisor in the first weeks of the semester to sign a Phoenix Program Agreement II and to calculate your target GPAs.
* You will need to meet with your advisor two times in the semester, the first to sign the Phoenix Program Agreement II and the second to plan enrollment for the next semester.

**Who is my academic advisor?**

* In most cases you have the same advisor as you had last semester. If you are uncertain, you can check this by going to [one.IU.edu](https://one.iu.edu/) > [SOAR](https://one.iu.edu/launch-task/iu/student-advising-records?terms=SOAR). Once logged into SOAR, you can locate your academic advisor’s name and email on the left-hand side, below your profile picture.

**How do I schedule appointments with my advisor?**

* All UD students (except IU athletes) schedule appointments by using the [Student Appointment Scheduler (SAS)](https://one.iu.edu/launch-task/iu/student-appointment-scheduler?terms=scheduler) at [one.IU.edu](https://one.iu.edu/).
* If you are assigned to an Athletics advisor: Call 812-855-0876 to schedule an appointment.

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

* **During the first week of the semester**: Drop-in and talk with a UD advisor to review your class schedule. UD operates on a Drop-in only basis during the first week of the semester. When you attend these drop-ins, you will have the opportunity to meet with the first available advisor. The advisor will discuss whether the courses you enrolled in are appropriate given your academic status, if you should plan to repeat any classes, if you should take a study skills course, etc. This will be a short conversation.
* **Between Week 1- Week 3 of the semester ahead**: Schedule an advising appointment to sign your Phoenix Agreement. This will be a comprehensive session to review your academic performance to date, your goals, your challenges—and to calculate required GPAs.
* **Around mid-term**: Schedule an appointment to review your status in your enrolled courses and to plan ahead for the up-coming term.

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

* Use University Division’s online GPA Calculator: <https://ud.indiana.edu/plan-register/calculate-your-target-gpa.html>

**What are credit points?**

* Grades “A” through “F” are assigned numeric values, or credit points:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A+/A** | **A-** | **B+** | **B** | **B-** | **C+** | **C** | **C-** | **D+** | **D** | **D-** | **F** |
| 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.3 | 1.0 | 0.7 | 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?**

* Always talk with your advisor before repeating a course.
* If you earned a D- or higher in a course, you’ve already received credit for it and will not receive additional credits for completing it a second time. But, if a specific minimum grade (eg. C-) is required in that particular course to complete your intended major/minor, you need to repeat the course.
* If you repeat a course, both grades are factored into your IU GPA— unless the Extended-X Policy is applied.

**What is the Extended-X/”X”/Grade Replacement Policy?**

* Discuss this grade replacement policy with your advisor.
* Read about the policy here: <https://ud.indiana.edu/policies/extended-x.html> and note that:
	+ You may retake up to three courses totaling no more than ten credits.
	+ This option may only be used once for a given course.
	+ On your transcript the original grade will be replaced with an “X” and will not be factored into your IU GPA.

**How do I file an “X” petition?**

* **Online**: complete, sign and submit the Extended-X petition form using the electronic request form at <https://ovpue.indiana.edu/forms/iu/extended-x.pdf>
* **Paper Copy:** Walk in to the OVPUE Record’s office, Herman B Wells Library 002.
* It is strongly recommended that you submit the X for before finals week in order for the X to figure in academic status calculations.

**When is academic status determined?**

* Academic records are reviewed after final grades have been posted at the end of fall, spring, and summer terms.
* Emails with academic status notifications are sent following that review.

**Does coursework 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.

**Does coursework taken through another college or university affect my academic standing?**

* It’s a bit complicated. The grade earned will not impact your IU GPA, but the (transfer) credits earned will be added to your total credits. Raising your total credits without raising your IU GPA could result in falling from Probation into Critical Probation. If you have already been placed on Critical Probation once, this situation could result in your dismissal.
* Talk with your advisor before taking courses through non-IU campuses to determine any potential impact on your academic status.

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

* For most financial aid, the minimum requirement is that you must maintain an IU GPA 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 requirements that are more stringent.
* If you have been receiving any financial aid, contact the Office of Student Financial Assistance via [Student Central](https://studentcentral.indiana.edu/contact/index.html) at (812) 855-6500 to determine if/how your financial aid has been impacted.

# Dates and Deadlines

## Agreement Deadline

An academic “hold” is placed on the record of all students with CGPAs 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 of the fourth week of classes

## Auto W-Drop deadlines

 W Deadlines are the last day of classes before finals. For dates go to the [IUB Official Academic Calendar.](https://utilities.registrar.indiana.edu/calendars/official-calendar/index.shtml)

Starting Monday on the second week of classes, for most session types, you may submit an online withdrawal at [One.IU.edu](https://one.iu.edu/) > [eDrop/eAdd Classes](https://one.iu.edu/launch-task/iu/edrop-eadd?terms=late%20drop).

**Extended-X/Grade Replacement Petitions**

* If you are repeating a course, make sure you discuss the Extended-X Policy with your academic advisor. See <https://ud.indiana.edu/policies/extended-x.html> for detailed information and note that certain conditions/restrictions apply.
* To apply the policy, you must file an Extended-X petition through the OVPUE Records Office either using the online form or in person.
* You can petition for an X any time before you graduate but University Division recommends that you submit your petition before the end of the semester in which you are retaking the course.

**Phoenix Program Agreement - Probation**

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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.

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| --- | --- | --- |
| **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 into 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:**

**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 an advisor releases the hold. 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.

1. **If you have not already taken the course, enroll in EDUC-X 158 Culture of College (If closed then EDUC-X156 or first eight week EDUC-X 150).**
2. **Meet with your advisor for a scheduled appointment to plan enrollment for the next term.**

**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**

**EDUC-X 158: Culture of College**

Full semester course 3 credits Letter Grade

This course presents a comprehensive view of college as a culture to be learned and understood while developing academic and personal skills that support success. ***This is the preferred course for Phoenix Program students.*** *If EDUC-X 158 is closed/no seats available, you may, in consultation with an advisor, substitute one of the other courses listed below 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. **A first eight-week EDUC-X 150 can substitute for EDUC X 158 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. **EDUC-X 156 can substitute for EDUC X 158 for the Phoenix Agreement** **Open to all students.**

**EDUC-X 157: Key Strategies for Academic Success**

Full semester course 1 credit Letter grade

EDUC-X 157 offers continued support for the process of claiming an education. Students meet one hour weekly with a peer instructor in small groups and use in-class journaling as well as various tools and resources to help hold themselves accountable for their education. Students also complete an engagement project (getting involved with a campus organization or resource) to deepen their commitment to their educational experience at IUB. **Open only to students who have completed EDUC-X 158.**

# Phoenix Program Agreement II

If you have previously taken EDUC-X 158, 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.

# Where To Turn For Help

**If you are exploring your major:**

**Explore Majors website**

provides information about all the majors, minors and certificates on the IUB campus. <https://exploreprograms.indiana.edu/>

**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, and make an appointment with a career coach. <http://cdc.indiana.edu>

**Consider taking one of IUB’s career development courses**

<https://cdc.indiana.edu/resources/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. <https://sac.indiana.edu/success-tv/index.html>

**Academic Support Centers:** The ASCs offers free tutoring for a variety of courses <https://academicsupport.indiana.edu/>

**Math Learning Center**

<https://math.indiana.edu/student-portal/undergraduate/academic-support/math-learning-center.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. <https://wts.indiana.edu/>

**If you think you may need academic accommodations**

# Disability Services for Students:

# If you have, or suspect you have, a disability, learning or otherwise, visit DSS. DSS ensures access to 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/>

## 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>

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## [Center for Human Growth](http://www.education.indiana.edu/~centgrow/)

## Provides support for mild-moderate mental health issues <https://education.indiana.edu/chg/index.html>

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

## IU’s GLBT Student Support Service Office serves as a resource and information center for campus and community individuals and has an array of programming <https://lgbtq.indiana.edu/>

## Sexual Assault Crisis Service

This comprehensive service for victims of sexual assault, and their family and friends provides crisis intervention as well as individual and group counseling. <https://healthcenter.indiana.edu/counseling/sexual-assault/index.html>

# If you need other help

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## University Division Advisor

An advisor can assist with referrals for help. If you are unsure where to turn, there are various ways to get help from an academic advisor:

* **Schedule an Appointment with your UD advisor:** [one.IU.edu](https://one.iu.edu/) > [Student Appointment Scheduler (SAS)](https://one.iu.edu/launch-task/iu/student-appointment-scheduler?terms=scheduler)
* **Drop-In Advising:** Monday-Friday 11:30am-3:00pm
	+ In-person: Wells Library 002
	+ Zoom: <https://ud.indiana.edu/> > “Zoom Waiting Room”
* **Email:** udivhelp@indiana.edu