

Guide to Probation and Disqualification for Students in the College of Agricultural and Life Sciences

Regulation L: Please review Regulation L (Academic Standing, Probation, Disqualification and Reinstatement) in the *University of Idaho General Catalog* by following this link:
<http://www.students.uidaho.edu/documents/Part3-K-O.pdf?pid=18550&doc=1>

Probation: Academic Probation is a serious matter. Please make an appointment to see your academic advisor as soon as possible. When meeting with your advisor you will be asked to complete an Academic Plan and write an essay reflecting on your performance last term. The form is available on the Registrar's Office website (www.uidaho.edu/registrar) under "Forms". You will fill out the Academic Plan when you meet with your advisor. You should keep a copy for yourself, your advisor will keep a copy, and you need to bring a copy to the Academic Programs office as well. You need to be aware that a Probation Hold has been placed on your file. You will be unable to register or change your registration status (i.e. adding/dropping classes, etc.) until the Academic Plan and essay are approved by your advisor and your advisor removes the hold on your file.

Additionally, to make sure you receive the academic support necessary to be successful, you must meet with the Assistant Director for Advising and Retention, Andrew Brewick, to work on study skills and learning strategies. These meetings are **mandatory**. Please email Andrew (abrewick@uidaho.edu) as soon as possible to set up your first meeting.

First Disqualification: You will need to sit out of school for one semester. After a one-semester leave from school, you will be able to return to the university, on Probation again, beginning in the Summer 2009 term. During this "rest" from school you will have time to clarify your career and personal goals, address any personal issues that contributed to your academic difficulties, and consider what else will be needed for you to succeed academically. After a sit-out period, many students have returned to school and been able to be successful academically.

If you believe that you have extenuating circumstances and you would like to appeal this sit-out period, you must petition to be reinstated to the university. To appeal, you must complete a petition letter, which is outlined below. The CALS appeals committee will meet during the summer to review appeals letters. You will need to have your appeal information to the Academic Programs Office at least two weeks prior to the start of Fall term. While you can

appeal for reinstatement after that deadline, you will probably need to reregister for courses if your appeal is successful.

The letter detailed below **must be** successfully completed **before** you can be considered for reinstatement:

Complete a letter of explanation: This letter will be reviewed by a committee and must address the following issues **specifically:**

- a. A description of the **circumstances influencing your academic performance.** Be sure your explanation is as complete and detailed as necessary to fully understand your situation.
- b. **Steps you have taken and will take** to ensure this situation will not happen again. What have you learned from this experience? Study time? Tutoring?
- c. **Tell us about your academic goals.** Why did you choose your current major – what interested you about it? Why do you think this major suits you?
- d. **Tell us what your plans are if your petition does not pass.** What will you do if you are required to sit out for the next semester?
- e. **What do you intend to do after graduation?** Where do you want to work and what kind of work would you like to do?

Once your letter is complete, please submit it **via email to Andrew Brewick** (abrewick@uidaho.edu) or mail it to: University of Idaho, Academic Programs - College of Agricultural and Life Sciences, PO Box 442336, Moscow, ID 83844-2336.

If you are granted reinstatement, **regularly scheduled appointments** with an advisor in our office and with your departmental academic advisor will be required. These appointments are **mandatory**. If you fail to keep these appointments, it could seriously impede your academic progress.

Second and Third Disqualification: Generally, it is difficult to get reinstated immediately following a multiple disqualification situation (being academically disqualified from the university for a second or more time).

We encourage students in multiple disqualification situations to take time away from school (at least one year for two or more academic disqualifications) to seriously evaluate their educational objectives. After a second disqualification, students are required to petition for academic reinstatement through the college curriculum committee (see process outlined

above). Students having three or more academic disqualifications are required to petition for academic reinstatement through the University's Academic Petition Committee.

Contact: For additional information, please contact the Academic Programs Office at 208.885.7984. Or email us at:

ifoltz@uidaho.edu

Dr. John Foltz, Associate Dean

abrewick@uidaho.edu

Andrew Brewick, Assistant Director
for Advising and Retention