Students on Terminal Probation are subject to dismissal based on the current semester’s grades and must complete this form in consultation with their advisor.

**Step I** Develop an initial plan for success.

**Step II** Meet with your academic advisor to discuss your plan for academic improvement.

**Step III** When you have agreed upon your plan of action, complete and sign the form. NOTE: Both you and your advisor need to sign the form.

**Step IV** Submit this form to the Office of the Vice Provost for Undergraduate Education, LC-30, by Friday, September 30, 2011. Students not submitting the form will have a hold placed on their Winter and Spring 2012 registrations.

Note: Summer Sessions classes do not have any impact on your academic status as of the end of the Spring 2011 semester or on the necessity to submit this form.

NAME_____________________________ ID#____________________

1. Describe the circumstances that you believe contributed to failure to meet the minimum academic expectations. Please attach additional pages if you feel you need to do so.

2. Describe the steps you will take to ensure success in the future. Remember that you will need to achieve a semester grade point average at 2.0 or higher to remain at the University.

3. State the arrangements you have made to resolve “I” grades. Explain what remains to be done and the dates by which it will be done. When possible, include a statement from the instructor to substantiate this. When grade changes or resolved “I” grades raise your average significantly, your academic standing does not change automatically. You must request that it be recalculated by the Vice Provost’s Office. This form remains due by the stated deadline.

Student Signature

Advisor Name (print)
THIS FORM MUST BE RETURNED TO:

Office of the Vice Provost and Dean for Undergraduate Education
Lecture Center 30
University at Albany
1400 Washington Avenue
Albany NY 12222

DEADLINE: Friday, September 30, 2011