

Academic Success Checklist—Steps for Success

Student Name: _____ UAlbany ID: _____

As an international student on terminal probation, ISSS is here to provide you with support to succeed as well as immigration advice on how academic standing can impact your F-1/J-1 status. We require all international students to complete and return this form to ISSS (ISSS@albany.edu, SL G-40). Please contact Kayla O'Donnell (kmodonnell@albany.edu) for additional information or if you have any questions. **Please complete this form by September 27, 2019. This form is required.**

Step 1: Understanding Your Academic Standing Requirements

- Review your Probation Letter from Undergraduate Education Academic Standing (it was emailed to you, if you did not read it please search your inbox for “Academic Standing Committee”).
- Review the Academic Standing Requirements:
http://www.albany.edu/undergraduateeducation/academic_standing.php
- Your “term GPA” is your grade point average for a single semester. Your “cumulative GPA” is your grade point average overall for every semester at UAlbany
- You need at least a 2.00 term GPA to continue on at UAlbany (unless otherwise noted on your letter from Undergraduate Education) and need at least a 2.00 cumulative GPA to be removed from terminal probation, return to good academic standing, and graduate.
- You can use UAlbany’s GPA to predict your GPA and calculate what grades you will need to improve your GPA:
<http://www.albany.edu/advisement/gpa.shtml>

Check this box to confirm you have read and understand the above.

Step 2: Complete Your Academic Improvement Plan Form

- The Academic Improvement Plan Form is NOT this form. It is from Undergraduate Education. You can get the form here: https://www.albany.edu/undergraduateeducation/academic_standing.php
- Meet with your Academic Advisor to complete and approve the improvement plan.
- Please Note: If you have extenuating circumstances (ex: health issues, family issues) please indicate these in the improvement plan. If you are dismissed and need to appeal, you are more likely to have a favorable outcome if extenuating circumstance were already outlined and described in your Improvement Plan
- This form is due to Undergraduate Education by **February 14, 2020** (LC 30)

Check this box to confirm you have read and understand the above.

Step 3: Identify Your Academic Resources

- Successful students know that it’s okay to ask for help. See the reverse side of this form to identify which academic resources can help you.
- Make use of these resources early and often. You are capable of being academically successful, but it will take hard work and you will need to ask for help along the way. The resources on the reverse side of this form can help you achieve your goals.

Fill in the Blank: Which resources do you plan to use? _____

Faculty Office Hours	<ul style="list-style-type: none"> • Faculty in the U.S. value participation and attendance. Every faculty member is required to have office hours. You can find the hours on your syllabus or by asking the professor. • Visit office hours once a month or more. Write down your questions in advance. • This is a great way to participate, and to build a relationship with a professor so that you may use them as a reference or recommender for graduate school or internships later on.
AdvisingPLUS	<ul style="list-style-type: none"> • In the United States students are encouraged to go to tutoring. Students who go to tutoring tend to earn higher grades on average than those who don't. • AdvisingPLUS offers FREE tutoring in a number of classes. You can find the semester schedule here: https://www.albany.edu/advisingplus/85029.php • Need help in a class not listed on the schedule? Visit AdvisingPLUS on the 2nd floor of the Science Library (above the ISSS office) or email advisingplus@albany.edu
Online Tutoring	<ul style="list-style-type: none"> • SUNY offers FREE, online tutoring in a number of subjects Sunday-Thursday 7pm-midnight • Subjects include Accounting, Bio, Chemistry, Computer Science, Economics, Math, Physics, Psychology & Writing • Create an account and log on when you need help or have questions: https://www.starny.org/tutoring_schedule
Writing Center ESL Services	<ul style="list-style-type: none"> • The Writing Center has special consultants who provide process-based writing support for ESL students. • Located in Humanities Building, Room 140, their walk-in hours are listed on their website: https://www.albany.edu/writing/ • You can also call for an appointment 518-442-4061
University Libraries	<ul style="list-style-type: none"> • The Library is more than just a quiet study space! University librarians can help you learn how to research and provide you technological aids. • Have a writing assignment? Meet with a librarian to learn how to cite your sources and avoid plagiarism and other academic integrity violations. There have software to help make it easier. • Have a big research paper? Get to know the subject librarian in that field. Subject librarians are experts in research within a field, and can help you narrow your search for sources (http://library.albany.edu/subject/leaders/bibs).
CARSS	<ul style="list-style-type: none"> • CARSS provide tutoring in biology, chemistry, and physics. They are located in CS 09 building. • Full a full schedule and where to meet, click here: https://www.albany.edu/carss/tutoring_schedules.shtml
Counseling and Psychological Services (CAPS)	<ul style="list-style-type: none"> • It is not uncommon for college students in the U.S. to experience stress, anxiety, and other mental health concerns. If you are experiencing these types of feelings, CAPS offers free and confidential services to students. • In the United States, counseling and therapy are widely accepted and encouraged. We encourage students to take advantage of these services. If you have concerns please don't hesitate to talk to an ISSS advisor or CAPS. • You can schedule a one-on-one appointment, or join one of their groups to receive group therapy. • Scheduling an appointment is easy, just call 518-442-5800. All they will ask is your name, student ID, and availability.
Disability Resource Center	<ul style="list-style-type: none"> • In the United States there are laws protecting students with disabilities or other diagnosed medical conditions to ensure they have equal access to an education. • If you have a documented medical condition or disability that may impact you in the classroom, the DRC can help you get academic accommodations or adjustments (examples: extended time on exams, alternate testing environments, excused absences, etc...) • If you have never been tested or diagnosed, they can also connect you to local doctors who can provide affordable testing for conditions. • Visit the DRC in Campus Center 130 or email DRC@albany.edu
Online Writing Aids	<ul style="list-style-type: none"> • Purdue OWL: Purdue University has put together a online guide with writing tips and examples on how to cite sources. There is a tab devoted to students for whom English is a non-native language. https://owl.english.purdue.edu/owl/ • Grammarly: Grammarly is a free online service that is a sophisticated spell-checker. It will also explain to you any errors in your writing so that you can learn. https://www.grammarly.com/1 • Nervous about writing papers? The key is to start early! Start at least three weeks before the paper is due so that you have time to write several drafts. If it is a research paper, you should begin at least 6 weeks before it is due.
GPA Predictor	<ul style="list-style-type: none"> • Want to estimate your GPA for the semester? Use the GPA Predictor on Undergraduate Education's website: https://www.albany.edu/advisement/gpa.shtml
ISSS	<ul style="list-style-type: none"> • Not sure who to ask for help, or have questions about any of the above? Need help with something not listed? Visit ISSS and an advisor will help guide you to success!

Step 4: Understanding the Appeal Process if You Are Dismissed:

- While I am confident you can succeed, it is important you know how the appeal process works in case you are dismissed. If at the end of this term you are unable to earn a term GPA of 2.0 (or higher, if noted on your letter from Undergraduate Education) you will be academically dismissed from the University.
- Throughout the semester, document the steps and actions you are taking to try to improve your academic performance. This includes:
 - Detailed explanation of the steps you are taking, including campus resources you are using and how you are following your Academic Improvement Plan.
 - Detailed documentation of extenuating circumstances that may be impacting your academic performance (ex: you may document health issues with a note from your doctor). You should also note any extenuating circumstance in your academic improvement plan.
- If you are on Terminal Probation or Continuing Terminal Probation you must **check your UAlbany email frequently** after the semester ends. The appeal process has strict deadlines you must meet.
- If you are dismissed and plan to appeal, have someone review your appeal letter before you submit it. If you are academically dismissed, you are formally released from the University and cannot re-enroll for a set period of time (refer to your dismissal letter for details).

Check this box to confirm you have read and understand the above.

Step 5: Develop a Back-Up Plan

- I know you work hard and do your best, and I am confident that you can be successful at UAlbany. However, part of being a successful student is balancing your goals with a realistic back-up plan should you need it.
- As an international student, you also have your immigration status to consider. Because you could be at risk of being dismissed this term you need to have a back-up plan: to transfer or depart the U.S.
- If you are academically dismissed, you will have a limited time-frame to transfer your SEVIS record or depart the United States. Students who do not appeal will only have 15 days from the date they are dismissed to transfer or depart. Students who appeal but have their appeal denied will have 15 days from the date of the appeal denial.
- If your back-up plan is to transfer, **apply to these by mid-March.** **There are several documents you will need to submit to the new school, and it is best to do this early just in case you are dismissed.** Please also remember that the dismissal occurs at the end of the semester, which may be a holiday period for some Admissions offices.
- Students who want to stay in the Albany area may want to consider attending Hudson Valley Community College, Schenectady County Community College, or Fulton-Montgomery Community College. Your start date for classes at a new school must be within 5 months of your end date at UAlbany.
- If your plan is to depart the United States, you must depart within 15 days of the dismissal or appeal denial. Your F-1 record will be terminated for “suspension.” Students whose F-1 record is terminated must leave the U.S. immediately to avoid being classified as an “overstay,” which could bar you from future re-entry to the United States.
- If you have left the United States and are academically dismissed, you cannot re-enter on UAlbany’s I-20.

Check this box to confirm you have read and understand the above.

Fill in the Blank: What is your back-up plan? _____

Step 6: Readmission to UAlbany

- Students who are academically dismissed must wait at least one semester before applying for readmission, however it is highly recommended that you wait a full 2 semesters to improve your chance at a positive outcome.
- You must demonstrate steps you have taken to improve your academic performance, particularly as it relates to previous struggles you may have had (i.e. if you struggled with time management you must demonstrate how you have improved your time management skills).

If you are readmitted and have remained in the United States, you must transfer your SEVIS record back to UAlbany. If you are readmitted and have departed the United States, you must contact the ISSS Office to request a new I-20 with new SEVIS number. You will also need to apply for a new F-1 visa before re-entering the United States.

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Step 7: Always Read Your UAlbany Email

- Successful students stay informed by frequently and carefully reading their emails from professors and staff at the University
- Not reading your emails is one of the most critical mistakes you could make as a student on probation, because you could miss crucial information about your academic standing and your immigration status
- I will regularly email you throughout the semester with useful information, deadlines, and tips. I ask that you please read all emails from ISSS and Undergraduate Education carefully
- At the end of this semester, you must have access to your Albany email account in May and June so that I can contact you as needed. Make sure that your two-step log-in is set up so that you can access your Albany email account from overseas (the contact that the 2-step code is sent to must be one you can access from outside the U.S.). See ISSS/ITS in early December to ensure that you are set up and can receive Albany emails from outside the U.S.

Check this box to confirm you have read and understand the above.

Student's Signature: _____

Date: _____

Please submit this completed form to ISSS@albany.edu or in person at SL G-40. Thank you for your cooperation and please let me know if I can help you in planning for success this semester.