ACADEMIC RECOVERY PROGRAM

ACADEMIC STANDING RESOURCE GUIDE

OFFICE OF ACADEMIC PROGRESSION AND SUCCESS

Office of the Vice Provost for Academic Innovation and Student Success
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The University at Albany is committed to helping students navigate their path to academic success. We want you to know that it is not uncommon for students to struggle during different moments in their academic journey and that we are here to help you as you begin your academic recovery and regain good academic standing!

The University at Albany has created the Academic Recovery Program (ARP) to provide personalized and collaborative support for students when they are facing academic difficulties and are in a probationary academic standing. We are here to help you find your path to greatness!
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Academic Recovery Program

What is ARP?

The Academic Recovery Program is an academic support program that provides personalized and collaborative academic support to students facing academic difficulties and who are in probationary academic standing. This program aims to retain and return students to good academic standing and reduce the number of students academically dismissed every year. To promote undergraduate student retention and graduation, the Academic Recovery Program provides structured and personalized academic support services with a higher level of engagement to students on academic probation.

Who can participate in the Academic Recovery Program?

Students who are eligible for the ARP include those currently on Academic Probation, students who have a cumulative GPA that is less than a 2.0, and those who are failing to meet the University's Academic Standards.

If you meet the requirements to participate in the Academic Recovery Program, email ARP@albany.edu to schedule an appointment with an advisor.

Students Participating in ARP will:

- Have access to an Academic Advocate that will support them on their academic journey.
- Attend individual or group tutoring.
- Develop academic enrichment skills through a variety of workshops focused on time management, study skills, organizational skills, and much more.
- Identify their academic strengths and areas of improvement through assessments and evaluation.
Understanding Your Academic Standing

Good Academic Standing

At the University at Albany, students must maintain a 2.0 cumulative grade point average and a 2.0 grade point average within their major and minor to receive a Bachelor’s degree. If a student falls below a 2.0 GPA, the student may be placed on academic probation.

Academic Warning

An Academic Warning will be given to a student whose semester grade point average drops below a 2.0 (but is a 1.0 GPA or above). This Academic Warning notification will be sent from the Office of the Vice Provost and Dean for Undergraduate Education. An Academic Warning intends to inform the student of the academic standards and policies that the University holds. It is also meant to notify students of the resources available to help them get support.

Academic Probation

If a student fails to earn a 2.0 cumulative grade point average, they will be placed on Academic Probation by the Office of the Vice Provost and Dean for Undergraduate Education for the next semester. Students will also be informed of the resources available to help them get back on track. To be removed from Academic Probation and considered to be in good academic standing, the student must increase their grade point average to at least a 2.0 GPA as soon as possible. If a student fails to do so, they will be placed on Terminal Probation.
Terminal Probation

If a student earns a term GPA lower than 1.00 or has earned a GPA lower than 2.0 for a subsequent second semester, they will be placed on Terminal Probation. Terminal Probation puts a student at risk for Academic Dismissal at the end of the current semester. If this is the case, it is required that they devise an "Academic Improvement Plan" with their assigned advisor.

To be removed from Terminal Probation, a student must earn a cumulative and semester GPA of at least a 2.0. If a student’s current term GPA is a 2.0 or higher, but their cumulative GPA is still below a 2.0, they will be permitted to continue working towards earning their degree at the University. Still, they will remain on Terminal Probation until they can earn a cumulative GPA of 2.0 or more.

If a student cannot achieve a 2.0 semester GPA while being on Terminal Probation, they will be Academically Dismissed.

Academic Dismissal

Students will be academically dismissed from the university if they cannot reach a semester GPA of at least 2.0 while on Terminal Probation, or if readmission standards have not been met. Students who are Academically Dismissed will have the opportunity to appeal their dismissal during the defined appeal period by submitting a petition through an online form. These appeals will be reviewed by the Committee on Academic Standing. Approval is not a guaranteed, but students can speak to their Advocate or their Advisor for more information regarding the dismissal appeal process.

Academic Dismissal Policy for Educational Opportunity Program Students

Students enrolled at the University through the Educational Opportunities Program will be granted an additional semester on Academic Probation before they are subject to Terminal Probation, even if their cumulative GPA is below a 2.0.
What to do if you are facing Probationary Status

If you have been notified that you are in Academic Warning or Academic Probation Status:

1. **Immediately discuss your situation with your Academic Advisor.**
2. **Maintain consistent contact with your advisor regarding your academic progress.**
3. **Discuss participating in the Academic Recovery Program.**
4. **Earn a 2.0 or higher semester GPA to continue to take classes while raising your cumulative GPA to a 2.0 or better to be removed from Academic Warning.**
The Appeal Process

What is an Academic Dismissal Appeal?

Students who are facing academic dismissal will have the opportunity to appeal their dismissal through a petition. Appeals will be reviewed by the Committee on Academic Standing and determined on a case-by-case basis. An appeal's success depends on each individual's situation but is mainly supported by documentation that a student provides. This documentation includes a letter written by the student and letters from staff on a student's behalf, and any evidence that speaks to an individual's current situation. If an appeal is successful, students will be reinstated to the university for the following semester.

Tips For Writing an Appeal

1. Meet with an advisor or Academic Recovery Advocate to discuss your academic performance and create your plan of action.
2. Gather documentation to support the reasons for your academic performance.
3. Discuss the appeal questions. Provide a clear description of your circumstances, and more importantly, address how you will perform better next semester.
4. Before submitting your appeal, make sure that you proofread for correct spelling and use of grammar. Consider having someone proofread for errors or ask your advisor or advocate to review your appeal.
Appeal Questions

The first question asks you to explain the events happening in your life that affected your grades.

- Describe what has changed about the situation that will allow you to perform better academically if you are allowed to return.
- Be sure to address the reasons your GPA fell below 2.0.
- There may be more than one reason your grades were affected - write them all down. It is best to give the committee a clear depiction of what was occurring in your life during that time.

The second question asks you to describe what steps you have taken to improve your grades and a specific plan of action you will follow if you are reinstated.

- What programs will you take advantage of?
- How often will you meet with your professors/advisors?
- Why would next semester be different than your last semester?

The third question asks if there are any errors on your transcript. If there are, what have you done to fix these errors?

- Emails between you and the professor(s) involved describing the situation are best.
- If this does not apply to you, write “Not Applicable.”

The fourth question asks about any incomplete (I) grades you have.

- If this does not apply to you, write “Not Applicable.”
- If you have “I” grades, describe the work you have left to complete and when it is expected to be turned in (exact dates).
- You will need to document this information with emails or other forms of communication with your professor.
Supporting Documentation

Supporting documents are evidence for specific statements or claims made within an appeal for Academic Dismissal. Documents given to the Committee on Academic Standing to support your appeal can vary depending on your particular situation. Some examples of supporting documents include:

**Health/Mental Health**
- Letter from a Physician, Therapist, Counselor, Psychiatrist, or Professor
- Hospital discharge papers or statement of treatment
- Letter from the Disability Resource Center
- Letter from Domestic Violence/Sexual Assault Advocate

**Death**
- Obituary of a deceased loved one
- Death certificate of a loved one
- Letter from a parent or guardian if applicable

**Financial**
- Bank statement proving financial struggle
- An eviction notice from your place of stay
- Letter from a sheltering program
- Documentation of decreased work pay

**Other**
- Police Reports

In some situations, it may be impossible to provide documentation on something that has occurred. If this is the case, refer to the above section on how to write an appeal. Try your best to explain your situation to the extent that you are comfortable with. It helps immensely to have supporting documentation, but it is not mandatory.
Additional Information for Appealing an Academic Dismissal
Provided by the Committee on Academic Standing

- Create a blank word document and put your NAME at the TOP of the page.
- NUMBER your answers and respond to ALL FOUR questions that appear at the end of your dismissal letter.
- DOCUMENT your answers when possible to provide PROOF for your answers.
- PROOFREAD your letter, and ask someone else to as well.
- Provide your CONTACT INFORMATION so you can be informed of the Committee’s decision.
- CHECK THE DATE! Late appeals will NOT be accepted!
- To appeal your dismissal, you must submit the Academic Dismissal Appeal Form and provide any documentation that supports your case for appeal. The Academic Dismissal Appeal Form can be accessed and submitted here: https://albany.jotform.com/200505315685956
Appeal Decisions

What should you do if your appeal was approved for reinstatement?

If you received an email notification that indicates that you have been reinstated following your Academic Dismissal, this means that you are allowed to continue your enrollment at UAlbany. Please keep in mind that this does not mean you return to good academic standing. Your academic standing remains until your overall GPA is a 2.0 or above. Please contact your Academic Advisor immediately to discuss strategies for academic success.

Please note that the goal of Dismissal Reinstatement is to help you become a better student (increasing your skills and awareness) and improve your results (GPA repair and return to Good Standing). Dismissal Reinstatement also requires your participation in the Academic Recovery Program. Please read all the information sent to you by the Committee on Academic Standing to understand the conditions of your reinstatement.
What can you do if you’ve submitted a dismissal appeal but it was denied?

Meet with someone from the Academic Recovery Program (ARP) and your academic advisor at UAlbany for assistance and to answer questions you may have about your next steps.

Meet with someone at Career and Professional Development at UAlbany for additional support. They may be able to help you find employment or volunteer services to gain experience, explore your interests, and earn money.

Search for local jobs by using websites like https://www.indeed.com/, https://www.simplyhired.com/, and https://www.snagajob.com/ or Check out: https://www.volunteermatch.org and enter your city or zip code to find volunteer opportunities in your area.

Shadow a professional in a field of interest to get a better idea of what that field is like.

Commit to a semester or two (two is recommended) to do one or more of the following:

Start with your most immediate needs, which may be →
1. Treatment for any mental health, physical health, or substance use issues that may have contributed to your academic struggle at UAlbany, as well as any housing or food security issues. The Academic Recovery Program (ARP) at UAlbany can help connect you with services you may need.

Once your immediate needs are taken care of →
2. Complete courses at other institutions. Community college can be a good starting point when working back up to a 4-year degree.

Two community colleges near UAlbany are:
SUNY Schenectady: contact →
- Laura Sprague (Director of Admissions) - admissions@sunysccc.edu
- Heather Lessard (Student Success Manager) - lessarha@sunysccc.edu
- Jessica Gilbert (Dean of Academic Affairs) - gilbertjv@sunysccc.edu

Hudson Valley Community College: contact →
- Admissions Office - admissions@hvcc.edu, (518) 629-7309 (Ask to be put in touch with an admissions counselor that can assist you in the transfer process.)
The Academic Recovery Program is committed to helping guide you through this process even if you are not registered as a student at UAlbany.

If you plan to reapply to UAlbany, you must complete a readmission application online (linked here: https://albany.jotform.com/200925984799980) as well as a petition to the Committee on Academic Standing to be reinstated.

*** See the above section on how to appeal, tips for writing an appeal, and supporting documentation. Make sure to provide supporting documentation, such as transcripts from the 2-year school you attended. ***

View UAlbany’s page on readmission (linked here: https://www.albany.edu/undergraduateeducation/readmission.php) where you will have access to the readmission application, a readmission application timeline, and a returning student checklist.