

## Probation Survival Guide

### Advising at AUS

Academic advising at AUS is an essential element of the educational process. All AUS undergraduate students are assigned an Academic/Major Advisor within their department who helps them in selecting their courses of study and in planning their schedules. The Academic/Major Advisor assists the student in obtaining a well-balanced education and in interpreting university policies and procedures. Students are responsible for selecting their courses, meeting course prerequisites and adhering to the most recent university policies and procedures.

AUS undergraduate students on academic probation are provided additional advising through the Academic Support Center (ASC). ASC Advisors work with students experiencing academic difficulty on ways to improve their study skills, develop learning plans to support their academic success, and refer students to appropriate campus and external resources.

### What is Academic Probation?

In order to be considered in good standing, an undergraduate student must maintain a cumulative, or overall, GPA (CGPA) of 2.0. A student must be in good standing to be eligible for graduation.

If the CGPA of an undergraduate student falls below 2.0 in any semester, then he/she is placed on academic probation.

The first semester a student is on academic probation is called Probation 1. A full-time undergraduate student on probation for the first time is allowed to carry a load of five courses with a maximum of 16 credits.

The second consecutive semester a student is on academic probation is called Probation 2. A full-time undergraduate student on a second consecutive probation is only allowed to enroll in 4 courses with a maximum of 13 credits. Being on Probation 2 should be considered an extremely serious situation and should be viewed as a student's last chance to prove that he/she can succeed at AUS.

An undergraduate student who fails to remove his/her probation (by obtaining a CGPA of at least a 2.0) by the end of the second consecutive semester on probation is academically dismissed and will not be allowed to continue at AUS.

### Obligations of a Student on Academic Probation

#### As a student on **Probation 1**:

<b>1.</b>	I must attain a cumulative GPA of 2.0 by the end of this semester.
Failure to meet this condition will result in being placed on Probation 2 at the conclusion of this semester.	
<b>2.</b>	I must remain registered in <b>at least one course</b> for the entire semester.
Failure to meet this condition may result in denial of permission to resume studies at AUS.	
<b>3.</b>	I must pass the UPA 200 course if I have less than 30 earned institutional credit hours.
<b>4.</b>	I must complete and submit this contract along with my parent/guardian's signature, passport or Emirates ID <b>by the end of the fourth week</b> of this semester.
<b>5.</b>	I must meet my ASC Advisor as frequently as determined by my ASC Advisor. I should have a <b>minimum of three advising sessions</b> before the start of early registration. Two advising sessions must be completed by week 10. I understand that only one advising session per week can count toward the advising requirement.
Failure to meet these conditions will result in inability to register during early registration and a hold on registration until these conditions are met.	

### As a student on **Probation 2**:

- 1.** I must successfully attain a cumulative GPA of 2.0 by the end of this semester.
- 2.** I must remain registered in **at least one course** for the entire semester.

Failure to meet these conditions will result in academic dismissal at the conclusion of this semester.

- 3.** I must complete and submit this contract along with a copy of my parent/guardian's passport or Emirates ID **by the second day of classes**.
- 4.** I must meet my ASC Advisor as frequently as determined by my ASC Advisor. Three advising sessions must be completed by week 10. I should have a **minimum of five advising sessions** before the start of finals week. I understand that only one advising session per week can count toward the advising requirement.

Failure to meet these conditions will result in being ineligible to apply for reinstatement if academically dismissed from AUS.

### Responsibilities of a Student on Academic Probation

#### Checklist

<input type="checkbox"/>	Fulfill all the obligations of your academic probation as listed above.
<input type="checkbox"/>	Make your parents aware of your academic standing and seek their help.
<input type="checkbox"/>	Schedule regular appointments with your Advisor.
<input type="checkbox"/>	Come prepared for each advising session with questions or material for discussion.
<input type="checkbox"/>	Utilize AUS resources such as the Writing Center and the Math Learning Center.
<input type="checkbox"/>	Ask for help or clarification when needed.
<input type="checkbox"/>	Provide your ASC Advisor with accurate updates on your academic performance.
<input type="checkbox"/>	Listen to and follow through on the recommendations made by your ASC Advisor.
<input type="checkbox"/>	Dedicate serious time and effort into improving your grades.
<input type="checkbox"/>	Take responsibility for your own learning and development.
<input type="checkbox"/>	Balance social obligations with academic responsibilities.
<input type="checkbox"/>	Incorporate new study skill strategies.
<input type="checkbox"/>	Become knowledgeable about AUS programs, policies and procedures.

### What to Expect from your ASC Advising Sessions

You can expect your Advisor to:

- Understand and effectively communicate policies and procedures related to academic probation.
- Encourage and support you as you gain the skills to develop clear and attainable educational goals.
- Provide you with information about available resources.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Be accessible to you via office hours, telephone/e-mail.
- Assist you in gaining decision-making skills and assuming responsibility for your educational plans and achievements.
- Maintain confidentiality as per AUS policies.
- Contact professors, parents, and guardians as needed.
- Conduct study skills and interest assessments as appropriate.

### Benefits of ASC Advising Sessions

Through the ASC advising experience at AUS, you will:

- Develop a plan for successfully achieving your goals.
- Demonstrate the ability to make effective decisions concerning your academic goals.
- Demonstrate an understanding of the value of education.
- Utilize the resources/services available to assist you in achieving your academic, personal and career goals.
- Learn new study skills.
- Demonstrate skills in seeking appropriate help for academic success.

## Scheduling an Appointment with your ASC Advisor

You can call +971 6 515 2180 to schedule an appointment with your ASC Advisor or you can come to the ASC Front Desk to schedule an appointment. If the ASC Front Desk staff are unavailable, please leave a message and they will get back to you.

ASC Advisors are assigned based on student major. Please schedule an appointment well in advance since Advisor schedules fill up fast. If your ASC Advisor is not available, you can choose to see a different ASC Advisor as well.

## How Frequently Can I See my ASC Advisor?

See the section Obligations of a Student on Academic Probation above for the minimum advising sessions required and deadlines to fulfill your minimum advising requirement.

If you meet with your Advisor more than once per week, only one will count as an advising session. Therefore, students cannot just come before the start of early registration and expect to fulfill the requirements of advising to get the hold removed.

Please note that Advisors are here to help you. They are devoted to improving your academic performance. It would be in your interest to meet with your Advisor early in the semester and more frequently than the minimum required meetings. You should consider the ASC advising sessions as an opportunity to learn how to succeed at AUS.

## Academic Resources at AUS

- a) **Writing Center:** The Writing Center teaches students how to improve the quality of their writing skills. The center offers individual instruction, helpful handouts, writing resources on its website, and writing workshops throughout the semester.
- b) **Mathematics Learning Center:** The Mathematics Learning Center (MLC) provides one-on-one tutorial sessions for students enrolled in preparatory and 100-level mathematics courses. MLC also offers review sessions prior to exams.
- c) **Library:** The AUS Library provides collections, services and programs to support curricular and research needs of the university. Using the library website, students and faculty can access e-books, online databases, full-text journals and other digital resources. Students can access the group study rooms, quiet study areas and media viewing rooms. The library offers hands-on information literacy classes to teach students research skills.
- d) **Faculty office hours:** All instructors hold weekly office hours. This is an opportunity for students to seek help directly from the instructors themselves. Students are encouraged to go to office hours with specific questions they would like answered in order to use that time most effectively.
- e) **ASC resources:** In addition to academic support advising sessions, the ASC offers a wide range of accessible resources including:
  - i. **Peer Advisors:** Peer Advisors are academically high-achieving students in their sophomore or junior year, who are available via the ASC to help guide any students experiencing academic difficulty. Book your one-on-one session with a Peer Advisor via ASC Front Desk at +971 6 515 2180.
  - ii. **ASC Study Skills Workshops:** ASC holds workshops throughout the semester to improve study related skills for the entire AUS student body. Please contact +971 6 515 2180 for information about upcoming workshops.
  - iii. **SII:** The SII, or Strong Interest Inventory, is a comprehensive online questionnaire that indicates an individual's areas of interests and can be used to help students decide on an appropriate choice of major.
  - iv. **LASSI:** The LASSI, or Learning and Study Strategies Inventory, is an online questionnaire that can be used to help identify student study skills strengths as well as areas where improvements can be made. Peer Advisors and workshops are available to all interested AUS students. Online testing (SII and LASSI) can be recommended by ASC Advisors or directly requested by students.
- f) **University Counseling Services:** University Counseling Services (UCS) offer comprehensive support to students to enhance their success at AUS. UCS services help students achieve their educational goals, learn the processes of problem solving and decision making, enhance their capacity for satisfying interpersonal relationships, define their career goals, and maximize the ability for continued emotional growth beyond their educational experience.
- g) **Dean's Business Team (SBA):** Holds events for students that are educational and that highlight student talents. They also offer tutoring services for some SBA courses. They are located in the SBA Building.
- h) **Career Services:** They provide continuous support, advice and guidance for current students in order to help them secure rewarding professional careers and internship opportunities. This is conducted through comprehensive preparatory programs, workshops, conferences, seminars, and training courses that enhance and improve job search and preparation, interviewing skills, employment contract negotiation skills, career-planning skills, and CV writing skills, among many others.
- i) **UPA 200:** This university preparation course is **mandatory** for freshman students on academic probation and is offered through the Achievement Academy.

## Parental Involvement

ASC believes in partnership and collaboration with the parents/guardians of students on probation. Parents/guardians are informed in writing if a student gets on academic probation by having them sign the probation contracts. This includes information regarding obligations of a student on probation. Parents/guardians are welcome to contact ASC to get information about AUS academic policies and resources. Parents/guardians are also welcome to schedule a meeting with an ASC Advisor. It is strongly preferred that the student also be present for all parent meetings. These meetings can provide parents with a clear understanding about the student's academic progress at AUS and their areas of strength, growth, aptitude for major and any learning barriers. From our experience, we have found that it is advantageous for students to get appropriate encouragement and assistance from parents and other family members. Parents/guardians are encouraged to motivate the students and to check their progress frequently by having them log in to their iLearn account (online learning tool). Parents/guardians are advised to consider arranging for outside tutoring if needed and to encourage the student to explore a different major that maybe better suited to their strengths before the student gets on Probation 2.

## Academic Dismissal

Students who are academically dismissed from AUS may apply for reinstatement. Students should note that applying for reinstatement does not guarantee reinstatement, and only in very rare and exceptional circumstances will a student who has been academically dismissed from AUS be reinstated. The AUS Reinstatement Committee makes the final decision after reviewing the student's records, advising history, and information obtained during the reinstatement hearing. The composition of the reinstatement committee is kept confidential.

## Academic Accommodations for Students with Disabilities

ASC works to coordinate academic accommodations for students with documented disabilities recognized by the Americans with Disability Act (ADA) that are impacting their academic performance, to the extent permissible by available resources. For example, ASC can do text conversion for students with vision impairments or provide extra testing time for students with learning disabilities. Students who wish to apply for academic accommodations may speak with their ASC Advisor regarding details.

## Frequently Asked Questions

### *What is the difference between my Academic/Major Advisor and my ASC Advisor?*

All AUS undergraduate students are assigned an Academic/Major Advisor within their department who helps them in selecting their courses of study and in planning their schedules. AUS undergraduate students on academic probation must also see their ASC Advisors for mandatory additional advising.

### *Do I need to visit my ASC Advisor even if I have met with my Academic/Major Advisor?*

Yes, it is mandatory if you are on academic probation.

### *I have been on probation before and have met with my Advisor and signed the contract. I am back on probation; do I need to repeat the whole procedure again?*

Yes, every time you are on probation, you need to renew the contract and fulfill the obligations. You will not need to repeat UPA 200 if you have already passed it.

Please note that if you go back on probation after attaining good standing, you will start again from Probation 1.

### *What is the ideal time to start meeting my Advisor?*

The earlier you establish contact with your Advisor, the better. This will allow your Advisor to recommend changes and teach you study skills. This will help you to practice the new skills in advance of exams. If you are a Probation 2 student, you should meet with your Advisor by the second day of classes to submit your contract.

### *What if my Advisor is busy?*

Each Advisor takes care of over 100 students and their schedules fill up very quickly with student appointments. You are encouraged to schedule appointments early in the semester and well in advance of the appointment time. If your Advisor is not available, you can ask to be scheduled with another Advisor.

If there is a deadline for contract submission, you may ask to see if any other ASC Advisor or the Director is available. You may also wait and if an Advisor becomes available, they may see you. It is important to remember, however, that to meet with an Advisor you have to schedule an appointment well in advance.

*I called ASC but no one picked up the phone.*

During the day, the Advisors and Front Desk staff are frequently busy assisting students and may be unable to respond to your phone call. Please leave a voice mail clearly indicating your name, ID, contact details, along with the reason for your call and someone will call you back. You can also come to the ASC Front Desk to schedule an appointment.

*My parents do not live in the UAE. How do I get their signature for the probation contract?*

A lot of students live away from their families. You can send the contract copy by email or by fax and they can sign and send it back to you for submission. You could also take a picture of the contract and send that to them and they can sign and return it to you the same way along with a picture of their ID (passport or driver's license).

*Can I drop off the contract at the Front Desk?*

No, you cannot. You have to make an appointment well in advance and submit a completed contract along with your parent's identification directly to the Advisor.

*Do I need to take the UPA course or can this requirement be waived for me?*

If you are on Probation 1 and have earned less than 30 institutional credits so far at AUS, you are required to register for and pass the UPA 200 course. If you have already passed UPA 100 before, then you do not have to take the UPA 200. Otherwise, this condition cannot be waived.

*What if I fail the UPA 200 course?*

If you attend all of your classes and complete all of your work, you should be able to pass the course. If you do fail, you will have to repeat it and pass the course even if you are no longer on probation or a freshman.

*How many times can I repeat a failed course?*

Students can repeat a course twice for a total of three attempts to pass a course. If you still do not pass the course in three attempts, you may submit a petition to be allowed to take the course for the fourth time. Only in exceptional circumstances will such a petition be approved.

If the course is a major requirement, you will have to switch to a different major. If the course is a university requirement (such as WRI 101), you will not be able to continue at AUS.

*What is my maximum course load as a student on probation?*

As per the *AUS Undergraduate Catalog*, "an undergraduate student on Academic 1 is allowed to carry a maximum load of 16 credits. An undergraduate student who is on Academic Probation 2 may only register for a maximum of 13 credits."

*What is the recommended course load while on Probation?*

Students on Probation 1 are sometimes advised to consider enrolling in a reduced study load of 12-13 credit hours if they have struggled with 15+ credit hours.

AUS undergraduate students are considered full-time if enrolled in at least 12 credits.

*Can I drop below 12 credit hours while I am on probation?*

Yes, you can. But, as per your Probation Contract, you have to stay registered in at least one course. However, this may have implications for other AUS departments (e.g., sponsorship/scholarship requirements, etc.).

*Will my financial aid be affected by my probation status?*

Please inquire with the Office of Financial Grants and Scholarships.

*The early registration date is approaching and I need to remove my registration hold today. What do I do?*

For students on Probation 1, the hold will stay on until you submit your contract signed by you and your parents along with a copy of their passport or ID and have completed the required minimum number of advising sessions. Students on Probation 2 cannot register during early registration.

*I have been academically dismissed. What is the deadline to apply for reinstatement?*

Dismissed students can only apply for reinstatement at the end of the semester in which they were dismissed. Reinstatement hearings are held at specific times only. Reinstatement deadline information is emailed to all Probation 2 students toward the end of the semester. If reinstated, students must enroll in the following semester (excluding summer term). Please consult your ASC Advisor regarding your eligibility to apply for reinstatement.

*My parents live outside the UAE. Do they have to be present at the reinstatement hearing?*

At least one parent has to be present for the reinstatement hearing. Please check with your Advisor about your chances for reinstatement before having them fly to the UAE.

*If I get dismissed, can I join another institution, improve my GPA and return to AUS?*

Dismissed students cannot return to AUS even if they improve their GPA at another university. They may, however, apply for graduate school at AUS.

#### Contact Information

Academic Support Center  
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