

ACADEMIC SUPPORT CENTER

ACADEMIC PROBATION SURVIVAL GUIDE

ASC Advising at AUS

Advising at AUS occurs on two levels. Program progression advising occurs at the college level and academic advising occurs at the Academic Support Center (ASC).

Program Progression Advising

All AUS undergraduate students are assigned a Faculty/Major Advisor within their department who helps them in selecting their courses of study and in planning their schedules. The Faculty/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

Academic Advising

Academic advising is an essential element of the educational process and is offered at the Academic Support Center. Advisors at the ASC facilitate academic exploration, learning, and skills development through a series of targeted interactions. ASC Advisors work with students on ways to improve their study skills, develop learning plans to support their academic success, and refer students to appropriate campus and external resources. AUS undergraduate students on academic probation are part of the Academic Thrive Program (ATP) and are provided well-tailored advising through the ASC.

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 fall 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:

1. I must attain a cumulative GPA of 2.0 by the end of this semester.
∅ Failure to meet the required cumulative GPA of 2.0 will result in being placed on Probation 2 at the conclusion of this semester.
2. I must complete the Academic Thrive Program (ATP): a. I must complete and submit this contract along with my parent/legal guardian's signature, passport, or Emirates ID by the end of Week 4 of this semester. b. I must complete a mandatory parent meeting on my first advising session if my CGPA is below 1.00. c. I must meet my ASC Advisor for a minimum of 4 mandatory advising sessions and attend 1 student success workshop or Peer Mentor meeting . The ASC Advisor can require me to attend more advising sessions. d. I understand that only 1 advising session per week can count toward the advising requirement. e. I must complete the Academic Success Plan prior to my first advising appointment and complete the Learning and Study Strategies Inventory (LASSI) with my ASC Advisor.
∅ Failure to meet these conditions will result in inability to register during early registration and ATP hold will remain until these conditions are met.

Note: Scheduling your advising appointment can be done through *YouCanBookMe*, at the ASC front desk or with your designated ASC advisor.

As a student on Probation 2:

1. I must attain a cumulative GPA of 2.0 by the end of this semester.
∅ Failure to meet the required cumulative GPA of 2.0 will result in dismissal/discontinuation from AUS.
2. I must complete the Academic Thrive Program (ATP): a. I must complete and submit this contract along with my parent/legal guardian's signature, passport, or Emirates ID by the end of Week 2 of this semester. b. I must complete a mandatory parent meeting on my first advising session c. I must meet my ASC Advisor for a minimum of 4 mandatory advising sessions and attend 1 student success workshop or Peer Mentor meeting . The ASC Advisor can require me to attend more advising sessions. d. I understand that only 1 advising session per week can count toward the advising requirement. e. I must complete the Self-Reflection Letter prior to my first advising appointment and complete the Learning. and Study Strategies Inventory (LASSI) with my ASC Advisor.
∅ Failure to meet these conditions will result in being ineligible to apply for reinstatement if academically dismissed from AUS.

Note: Scheduling your advising appointment can be done through *YouCanBookMe*, at the ASC front desk or with your designated ASC advisor

Responsibilities of a Student on Academic Probation

- Fulfill all the obligations of your Academic Thrive Program as listed above.
- Make your parents aware of your academic standing.
- Schedule regular appointments with your ASC Advisor.
- Come prepared for each advising session with questions and materials such as laptop, writing materials, exam papers and notes for discussion.
- Utilize AUS resources such as the Writing Center and the Math Learning Center.
- Ask for help or clarifications when needed.
- Provide your ASC Advisor with accurate updates on your academic performance.
- Listen to and follow through on the recommendations made by your ASC Advisor.
- Dedicate serious time and effort into improving your grades.
- Take responsibility for your own learning and development.
- Balance social obligations with academic responsibilities.
- Incorporate new study skills strategies.
- Become aware of university policies and procedures, academic study plan, AUS resources and programs.

What to Expect from your ASC Advising Sessions

You can expect your ASC Advisor to:

- Help you understand and effectively interpret policies and procedures related to academic probation.
- Assist you in understanding the Academic Thrive Program (ATP) and help you successfully complete the requirements.
- Help you describe a plan for successfully achieving your goals
- Teach you how to develop your learning skills.
- Help you acknowledge the challenges associated with motivation and studies.
- Provide you with information about various resources and services.
- Assist you in understanding the purpose of higher education and its effects on your life and personal goals.
- Be available through one-on-one advising sessions, phone and email communication.
- Provide you with the support and guidance needed to make informed decisions.
- Maintain confidentiality as per AUS policies.
- Contact professors, parents/legal guardians as needed.
- Conduct study skills and interest assessments as appropriate.

Benefits of ASC Advising Sessions

Through the ASC advising experience at AUS, students will:

- Develop a plan for successfully achieving your goals.
- Demonstrate the ability to make effective decision 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 schedule an appointment via *YouCanBookMe* and you can also call the ASC front desk at +971 6 515 2096 to schedule an appointment with your ASC Advisor. If the ASC Front Desk staff are unavailable, please leave a message and they will get back to you.

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. Check with your designated ASC Advisor on deadlines to fulfill your minimum advising requirements.

Only 1 advising session per week can count toward the advising requirement of your probation contract. Therefore, students should be mindful of fulfilling the requirements of their probation contracts before the start of early registration. Probation 1 students will have the ATP hold which will be removed once the probation 1 requirements are fulfilled by the set deadline. All Probation 2 students are unable to register until the final grades are out through Office of Registrar processes and have achieved good standing at the end of the semester.

Please note that Advisors are here to support you. They are devoted to assist you in improving your academic performance. It would be in your best interest to meet with your ASC Advisor as soon as you hear from them and more frequently than the minimum required advising meetings. You should consider the ASC advising sessions as an opportunity to learn how to thrive at AUS.

Academic Resources at AUS

https://www.aus.edu/sites/default/files/aus_resources_fall_2023-ed_1.pdf

Parental Involvement

ASC believes in partnership and collaboration with the parents/legal guardians of students on probation. Parents/legal 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/legal guardians are welcome to contact ASC to get information about AUS academic policies and resources. Parents/legal 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. Parents/legal guardians are encouraged to check their progress frequently by having them log in to their iLearn account (online learning tool).

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. The composition of the reinstatement committee is kept confidential.

Frequently Asked Questions

What's the difference between my Faculty/Major Advisor and my ASC Advisor?

All AUS undergraduate students are assigned a Faculty/Major Advisor within their department who helps them in selecting their courses of study and in planning their schedules. The Faculty/Major Advisor assists the student in obtaining a well-balanced education and in interpreting university policies and procedures. ASC advisors facilitate academic exploration, learning, and skills development through a series of targeted interactions. 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. AUS undergraduate students on academic probation are provided additional advising through the Academic Support Center (ASC).

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

The Academic Support Center is available to help all AUS students. It is recommended to visit the ASC and/or attend a workshop if you would like to improve your study skills or have an area that you feel you need to work on. Meeting with an ASC Advisor is mandatory if you are on academic probation. Students are strongly encouraged to meet with an ASC Advisor if they are experiencing any academic difficulty.

I have been on probation before and have met with my ASC 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 of the Academic Thrive Program (ATP). Students must be aware that probation requirements can change and they are responsible to check out those new requirements with their designated ASC Advisor.

What is the ideal time to start meeting my ASC Advisor?

It is recommended that you meet with your designated ASC Advisor two weeks before the semester begins. The earlier you establish contact with your ASC Advisor, the better. This will allow you and your ASC Advisor to develop an advising success plan tailored to your needs.

What should I bring to my first advising session with my ASC Advisor?

Students should come prepared to each advising session with questions and materials such as laptop, writing materials, exam papers or notes for discussion. Most importantly, please make sure to bring an aptitude for success.

What if I can't contact my ASC Advisor?

You can contact the ASC front desk at +971 6 515 2096 to help you book an appointment.

I called ASC but no one picked up the phone.

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 contact the ASC via asc@aus.edu to book an appointment or answer your questions.

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

Parents/legal guardian can sign the probation contract virtually during your first advising session

with your designated ASC Advisor.

Can I drop off the contract at the Front Desk?

Students will be able to submit their probation contracts through the following links:

Probation 1 contract link: <https://pulse.aus.edu/probation-one-contract/add>

Probation 2 contract link: <https://pulse.aus.edu/probation-two-contract/add>

If you're having difficulty accessing or submitting the probation contract, please contact the ASC front desk for further assistance.

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 (attempts do not include withdrawals). If you still do not pass the course in three attempts, you may submit a petition to your College Associate Dean to be allowed to take the course for the fourth time. Only in exceptional circumstances will such a petition be approved. If your petition is approved, it is strongly advisable to book a Course Repetition Session with an ASC Advisor.

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

As per the AUS Undergraduate Catalog "an undergraduate student on Academic Probation 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. Students on Probation 2 can enroll up to 13 credits and course recommendations will be provided by the Associated Dean of their College/School.

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

Yes, you can. However, reducing your credit hours will impact the minimum required semester gpa to clear probation. Please make sure to discuss this decision with your ASC Advisor prior to withdrawing. In addition, 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

Website link: <https://www.aus.edu/admissions/financial-grants-and-scholarships>

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

Upon completion of the ATP requirements for P1 students, the ATP hold will be removed by the ASC Advisor. All students on P2 are unable to register until the final grades are out through Office of Registrar processes and student has achieved good standing.

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

Reinstatement deadline information is emailed to all Probation 2 students toward the end of the semester. Dismissed students can only apply for reinstatement at the end of the semester in which they were dismissed. Reinstatement meetings are held at specific times only. If reinstated, students must enroll in the following semester (excluding summer term). Please consult your ASC Advisor regarding the option 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. Parent/legal guardian can attend the reinstatement hearing in-person or virtually.

If I'm academically dismissed, can I change my college/major and continue at AUS?

No. Academic dismissal ruling is from the American University of Sharjah not from your college/major.

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.

Contact Information:

Academic Support Center
Tel +971 6 515 2096
asc@aus.edu
www.aus.edu/asc