Three Academic Probation Meetings

**Prior to Start of Classes**
- Department Chair "Start" the Probation Contract
- Department Chair looks at students Course Schedule and recommends changes for success and course repeats
- Department contacts the student

**Resources:**
- Probation Contact template
- Sample communication

**1st Meeting**
- Review contract
- Develop a success plan
  - Obstacles
  - Support Services
- Schedule changes
- Review Academic Standing Policies
- Document meeting and content

**TIME:** First Week of Classes

**Resources:**
- GPA Calculator
- Resource Sheet for students

**2nd Meeting**
- Check in
- Review contract
- Review success plan
- Document meeting and content

**TIME:** 3-5 Weeks

**Resources:**
- Time Management Tools
- Study Skills Tools
- Check Starfish for flags

**3rd Meeting**
- Prep for end of semester
- Plan for next semester
- Contract evaluation
- Discussion of success plan

**TIME:** After Midterm Grades, After Academic Advising

**Resources:**
- Test Anxiety Tools
- Check Starfish for flags