

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 the P1 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.
3. As a student on Probation 1, I can only register for up to 5 courses with a maximum of 16 credits . I agree to register for the courses recommended by my Faculty/Major Advisor and discussed 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 the P2 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.
3. I acknowledge the following: a. As a student on Probation 2, I can only register for 4 courses with a maximum of 13 credits . I agree to register for the courses recommended by my Faculty/Major Advisor and discussed with my ASC Advisor.

b. Course enrolment during early registration does not guarantee continuation at AUS if I am academically dismissed at the end of the semester.

∅ 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/legal guardians 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 from designated AUS staff 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 university policies and procedures including academic probation policies.
- 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 in person, by phone and email communication.
- Provide you with the support and guidance needed to make informed decisions.
- Maintain confidentiality as per [AUS Privacy Policy](#).
- Contact professors, parents/legal guardians as needed.
- Conduct SII and LASSI 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 and 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 or email the ASC front desk at +971 6 515 2096; asc@aus.edu 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. All Probation students will have the AT hold which will be removed once the minimum ATP requirements are fulfilled by the set deadline.

Please note that ASC Advisors are here to support you. They are committed 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](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. Students must 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. Course enrolment does not guarantee continuation at AUS if the student is academically dismissed at the end of the semester.

Contact Information:

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