



Academic Probation Handbook:

UNDERSTANDING AP & HOW TO REBOOT
YOUR ACADEMIC PROSPECTS AT
THE UNIVERSITY OF LA VERNE

-
TRADITIONAL UNDERGRADUATES
LA VERNE CAMPUS

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Created: Spring 2017
Updated: Fall 2021

What is Academic Probation (AP)?

Academic probation (AP) is applied when you fall below minimum standards for making normal academic progress. In many cases, students who are placed on AP first received written notice of poor academic performance when they were placed on Academic Warning (AW). AW is earned when a student's term (semester) GPA is below 2.0 but the overall institutional GPA is above 2.0. Not all students who received AW end up on AP, but it's true that many students who end up on AP were at some point on AW. As such, AP is earned when the institutional GPA falls below 2.0. In both cases, however, AW and AP denote that your academic performance did not meet normal academic progress.

Being placed on AP is a serious warning that requires immediate corrective actions to avoid further declines in your GPA or, worse, Academic Disqualification (to be discussed in more detail below). Discovering that you have been placed on AP can be disappointing, even demoralizing. However, many students struggle at some point in their college careers. How you bounce back—and how soon—will truly reflect the strength of your character and your commitment to earning a college degree.

There are several steps you must take while on AP. You are expected to meet with your academic advisor and begin taking corrective actions ranging from repeating failed courses, to limiting employment hours, to increasing time and effort toward studying and course assignments. In short, it may take lifestyle changes that refocus your time and attention from social gatherings and activities to study routines and co-curricular activities that support positive academic outcomes. The University of La Verne has a strong support network to help you get back on track to academic success but you must take the initiative and partner with them to achieve your academic goals and to remove yourself from AP.



It is not our intent to duplicate all the information that is published in the catalog but there are sections in the catalog that are pertinent to understanding and handling academic standing questions and concerns. This handbook does not absolve you from reading the catalog as a responsible consumer of academic policies and a constituent of rights and responsibilities that impact you as a student at the University of La Verne. This handbook was assembled with the goal of helping you to overcome your academic difficulties. We want to partner with you to develop an academic improvement plan that is challenging but achievable. What you do from here on out will determine how quickly you can remove yourself from AP and get back on-track toward achieving your goal of earning a college degree.

UNIVERSITY OF LA VERNE ACADEMIC STANDARDS AND DEFINITIONS

To understand AP, you also need to understand La Verne's academic standards. These standards are used as one way of determining if you are on track to degree completion. Failing to abide by La Verne's academic standards may result in time-consuming appeals and progressive sanctions including registration limits, temporary or permanent loss of financial aid, academic disqualification, or readmission. Academic standing is determined after every semester and is recorded on transcripts.

Normal Academic Progress (Good Standing): A full-time undergraduate makes normal academic progress when they complete 24 semester hours per year while maintaining a 2.0 cumulative GPA. Student class level is determined by the number of semester hours *completed* as follows:

- Freshman 0-27 Semester hours
- Sophomore 28-59 Semester hours
- Junior 60-91 Semester hours
- Senior 92-above Semester hours

If you want to graduate within 4 years, however, full-time course loads of at least 16 semester hours—with passing grades—over 8 semesters will help reach 128 minimum semester hours to earn a degree.

Academic Warning (AW): An academic warning is given to an undergraduate student in good standing (2.0 GPA or higher) who fails to earn a 2.0 GPA in a term or semester. An academic warning is posted on the transcript and grade report for that term. This is an initial warning to the student that their scholastic record is unsatisfactory. Continued failure to maintain the cumulative institutional GPA well above 2.0 may result in academic probation (AP) and other sanctions.

Academic Probation (AP): Academic probation is given to an undergraduate student whose cumulative institutional GPA falls below 2.0. AP is a serious warning to the student that their scholastic record is unsatisfactory. Students on probation are sanctioned with registration restrictions limiting them to 14 semester hours until the cumulative GPA is raised above 2.0. Note, first semester students who fail to earn a minimum institutional GPA of 2.0 will be placed on AP immediately. Continued failure to improve academic standing will result in academic disqualification.

Academic Disqualification (AD): Undergraduate students who fail to earn a 2.0 institutional GPA in any term (or semester) after being placed on academic probation will be academically disqualified. Central campus traditional undergraduate Academic Disqualified students who want to return to the University of La Verne must appeal for reinstatement with the Office of Academic Advising. Approved appeals result in Academic Reinstatement (AX).

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Academic Reinstatement (AX): Central campus traditional undergraduate Academically Disqualified students whose appeals are approved will have their academic standing updated from AD to AX; AD status will be recorded on the student's academic transcript. Students will sign a contract outlining the conditions that must be met after reinstatement. If reinstatement is approved, this too will be recorded. The AX designation will remain in place until the cumulative institutional GPA is 2.0 or higher. Should a reinstated student not meet the conditions specified at the time of reinstatement, AD will result in one (1) year suspension without appeal. Suspended students who wish to return to the University of La Verne must enroll outside of La Verne for an equivalent of one semester's work or a minimum of 12 semester hours and demonstrate academic success (a 3.0 GPA is a reflection of initial success and good effort). *We recommend that students enroll for full-time status at the school of choice to defer eligible educational loans (students should check with their lenders for details).* An absence that exceeds one academic year (or two consecutive semesters) may result in inactivation of the student's record requiring readmission.

Readmission (After Disqualification): After one year of academic inactivity at La Verne, the University Registrar will inactivate a student record requiring readmission. Readmission is not guaranteed. However, if students are readmitted then they would be bound to the catalog year policies and academic requirements that are in effect at the time of admission.

Financial Aid Eligibility: Students who accept educational loans or financial aid are also expected to maintain full-time status to maintain aid eligibility. The University of La Verne is required to report to the Department of Education students' enrollment status every semester; loan lenders verify enrollment data to determine whether students should begin loan repayments.

HOW DID YOU GET HERE?

Personal Issues: From time to time there are things that happen in your life that are out of your control. You might have lost a loved one, you might have been in an accident, or fell ill. It's possible you or family fell on hard times losing work hours or losing employment. Certainly, this list of things is not all-inclusive. Your success depends on how you handle adversity and how quickly you bounce back. When events in your life begin taking you away from classes or distracting you from your studies, your initiative to take action is key. Speak with your instructors about these issues; they can work with you to arrange alternative accommodations, determine if extra time to complete course work might help, or other options that may result in safeguarding your academic standing, GPA, or financial aid eligibility. Withdrawing from classes might not be ideal, but when all else fails, it is better to receive a withdrawal (W) than an F or WF.

Time Management: How did you manage your time? Did you work more than 20 hours a week? Were you heavily involved in campus activities or off-campus obligations? How much time are you putting aside to study every day? How long does it take you to drive to school from home or work if you lived off-campus? Taking a full course load (12-18 semester hours) and being involved in extra-curricular activities—and being successful in

both—takes a lot of discipline and time management skills. Balancing your academic obligations with extra-curricular activities requires a realistic assessment of a manageable schedule.

Course Load: How many semester hours did you enroll in? Did you have a balanced course load with diverse courses or did you overload in all math courses or writing-heavy courses? Balance your course schedule in consultation with your academic advisor to avoid a lot or most of the same types of courses resulting in an imbalanced course load. Where possible try to combine major courses with general education or elective courses. Add a physical education or activities course(s) like dance or music instruction for variety.

Academic Output: Did you finish the semester or did you stop attending class(es)? Were you aware of important academic drop or withdrawal dates? Did you assume you would be dropped by your instructor? Were you worried that if you withdrew from a class that you would fall below 12 semester hours and risk your financial aid? Did you let expire one or more courses with incompletes? Understanding important academic dates is necessary to determine the timing of dropping or withdrawing from one or more courses. Not dropping or withdrawing from class(es) on the fear that your financial aid would be at-risk only makes things worse because if you fail the course you didn't drop or withdraw from might now be an F or WF which negatively impacts academic standing and GPA. In our view, if academic performance is waning, a W is *always* preferable to an F or WF.

Study Skills: Do you know how to study? Do you read for comprehension or to get your reading finished? Do you engage in *rote* memorization (frequent repetition of information) or do you have specific strategies that help recall information? Do you need to brush up on test taking skills or improve study skills? The Academic Success Center (ASC) can help teach study skills to improve academic performance whether it's math, science, or writing. Various workshops are offered every semester that help improve study skills and habits.

Learning Disabilities: Do you have a learning disability? If you have a diagnosed learning disability, did you disclose this to your instructors at the start of the semester? Did you work with Student Health Center to establish homework or testing accommodations in consultation with your instructors?

Do you suspect a learning disability? If you suspect a learning disability, it's important to check with the Student Health Center to explore testing options to determine if you have a learning disability and to retain follow-up referrals and support moving forward. Remember that you paid for student health insurance, use it.

Support Network: Research suggests that successful college students have a strong support network. A support network can be comprised of family, friends, staff, faculty, and individuals in your life that you trust. These people can provide the necessary guidance, motivation, and boost to stay on track in achieving your goals.



HOW DO I REMOVE MYSELF FROM ACADEMIC PROBATION?

Improving your academic standing takes effort and commitment. There's no silver bullet, it simply requires that you put time and effort consistently over a period of one or two semesters to improve your grades and GPA. Of course, righting your academic standing should be your baseline for continuous effort and improvement to avoid slipping back into academic trouble. Doing so shouldn't be a lonely process either. As noted earlier, the support network that you develop and the support resources that you tap on campus can be good partners to help you. We included specific items below that may help you to improve grades and remove yourself from AP:

Academic Reinstatement Contract: If you were academically disqualified but reinstated by appeal, then your standing is updated from AD to AX. However, you are *still* on academic probation! Academic reinstatement by appeal requires meeting with the Associate Dean of Academic Support & Retention Services, with a signed contract that outlines conditions for reinstatement. Specific contract items vary student-by-student, matching individual circumstances that resulted in disqualification and reinstatement. Contract items may include semester hour limitations, class attendance expectations, study hours at the ASC, and other conditions deemed appropriate for academic and behavior improvement. Failure to meet one or more of these conditions may result in increased penalties.



Mandatory Academic Advising: You are required to meet with your academic advisor each semester—at least once—for purposes of academic advising and course planning. Student surveys suggest that about 75% of traditional undergraduates on average meet with academic advisors at least three (3) times each semester. These surveys suggest that about 75% of your peers are meeting with their academic advisors once every five weeks. The frequency of these meetings suggest that students have established meaningful relationships with their academic advisors as they make satisfactory progress toward degree completion. Being on AP does not change mandatory advising expectations. Rather, it suggests that if you haven't been meeting with your academic advisor more than once then you are not taking advantage of a campus resource that consistently rates among the most important student success resources on a college campus.

Higher Grades & GPA Rehabilitation: Simply stated, you must earn higher grades at the A and B levels. Earning Cs—not to mention Ds and Fs—will not make a meaningful impact on your GPA if the goal is to improve your GPA and remove yourself from AP as soon as possible. As noted elsewhere, you must earn a minimum, institutional GPA of 2.0 every semester until your GPA meets or exceeds 2.0. Failure to meet the minimum 2.0 GPA in any semester while on AP will result in academic disqualification. Academic disqualification after AP reinstatement will result in suspension for one (1) academic year without appeal (see section *University of La Verne Academic Standards and Definitions*).



In consultation with your academic advisor or designee in the Office of Academic Advising, review the courses you failed and determine which courses must be repeated (in what order) at La Verne. The fastest way to rehabilitate a GPA is to repeat failed courses. You don't have to repeat all your courses at once; you can balance a schedule with at least one course repetition with other, new courses. When you repeat

a course and the subsequent grade is earned then the repeated grade substitutes the previous grade in the GPA calculation. The repeat policy is a double-edged sword, as you might imagine. If your first grade was a D and you earn an F the second time, the F will replace the D in the GPA calculation. Sure, it's a risk but the risk comes with rewards when you succeed in earning higher grades that replace low or failed grades in your pursuit of improving your GPA.

Calculating Your GPA: First determine your Grade Points (GP) based on the letter grade(s) you earned. Each course has a Course Unit Value (CUV) from 0-5; your earned grade has a Grade Point Value (GPV) on a 0-4.0 scale. Multiply the CUV by GPV to determine the Grade Points (GP). Divide GP/CUV to determine your GPA.

Course	Course Unit Value (CUV)	x	Grade Point Value (GV)	=	Grade Points (GP)
PSYC 100	4 Semester Hours	x	3.3 (B+)	=	13.2
Math 104	4 Semester Hours	x	1.7 (C)	=	6.8
WRT 110	4 Semester Hours	x	3.7 (A-)	=	14.8
Wellness 001	2 Semester Hours	x	4.0 (A)	=	8
Total:	14 Semester Hours	--		=	42.8 Grade Pts

Formula: GP / SH = GPA

Show your work: 42.8 / 14 = 3.057...

Term GPA: 3.05 (we don't round up, sorry).

Grade Point Chart
A = 4.0
A- = 3.7
B+ = 3.3
B = 2.7
C+ = 2.3
C = 1.7
D+ = 1.3
D = 1.0
D- = 0.7
F = 0.0
WF = 0.0
W = Excluded
CRD = Excluded
NCR = Excluded
WNC = Excluded
INC = Excluded
IP = Excluded

Academic Registration Limits: When you are placed on AP or have been academically reinstated (AX) by appeal, your registration will be limited to 14 semester hours until your institutional GPA is improved to 2.0 or higher. This limit is designed to alleviate the course load and increase the study hours needed to succeed in the 14 units you're allowed to take. You may appeal to exceed the 14-semester hour limit with the Associate Dean of Academic Support & Retention Services, or through your academic advisor.

Time Management & Study Habits: Improve your time management and study skills. As noted elsewhere in this handbook, it's important to manage your time and balance academic and personal responsibilities. Don't overcommit to non-academic events or activities that start to cut into your class attendance or daily study hours. Also, it's important to be intentional about the number of hours you are expected to study every day of the semester in preparation for exams and course assignments. We developed a study guide that quantifies the number of study hours we expect of you every day of the semester. In short, we expect you to study at least 2 hours for every semester hour you take per week; thus, if you enrolled in 14 semester hours then you should study a



minimum of 28 hours a week. We posted the “Academic Expectations” guide on our website: <https://laverne.edu/advising/downloads/>. We also have “16 to Finish” workshops that teach study skills (and time management): <https://laverne.edu/advising/workshops/>.

Campus Resources: We have campus support resources, including our own, that are eager to help and support your academic success. Individuals in these offices can become part of your support network. The following campus resources are available at no cost to you:

Office of Student Engagement and Leadership:

<https://laverne.edu/student-life/>

Counseling and Psychological Center Services (CAPS):

<https://laverne.edu/counseling/>

Accessibility Services: services for students with learning, physical and/or psychological disabilities are coordinated by the Director of Disabled Student Services. <https://laverne.edu/accessibility>

Emergency Student Loans: emergency Student Loans are available to eligible students in the Financial Aid Office. <https://laverne.edu/financial-aid/>

First Generation & Peer Mentoring Programs: provides educational opportunities for first generation college students to learn, connect and engage successfully in a university setting. <https://laverne.edu/mentoring/>

Center for Multicultural Services: creates opportunities for learning, exploring, deconstructing and celebrating diversity and inclusion as it impacts students and the global community; they support cultural graduation celebrations, cultural clubs and organizations, student diversity related training and initiatives, and a host of other diversity initiatives on campus. <https://laverne.edu/multicultural/>

Student Health Services: provides medical services and consultation for students covered by our student health insurance plan. <https://laverne.edu/health/>

International Services & Engagement: supports international students by providing semester and term orientations, immigration advising, OPT workshops and social-cultural activities. <https://laverne.edu/oise/>

Housing and Residential Life: on-campus housing. The mission of the Housing and Residential Life office is to partner with students living on-campus to create a learning environment where students feel they are part of the university, are engaged in productive citizenship, and expand their potential. <https://laverne.edu/housing/>

Title IX: Sex Discrimination, Harassment, and Assault: Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in

education. Sex discrimination includes sexual harassment, sexual assault and sexual exploitation. For more information concerning the University's Title IX policy, resources, complaint procedures and other related information please visit the website at: <https://laverne.edu/title-ix/>

Veteran Resources and Success: serves as an advocate liaison that connects all veteran students with services, resources, programs and events designed to assist in their efforts-academically, financially, emotionally, socially, and physically to achieve their educational goals. <https://laverne.edu/veterans/>

Learning Commons at the Wilson Library: The University's central library, owns more than 250,000 physical volumes, 53,000 journals, 14,000 electronic books and access to an online catalog, LEOpac. Research assistance is available to all La Verne students in person and via telephone, online chat or email. <https://library.laverne.edu/>

Academic Success Center (ASC): The Academic Success Center (ASC) provides academic support for ULV undergraduates, including CAPA and La Verne Online students, and graduate students through one-on-one, online, and group tutoring, supplemental instruction, and academic skills workshops. <https://laverne.edu/asc/>

Career Center: Career counseling, resume/cover letter review, job/internship search assistance, mock interviews, workshops, and career/major exploration assessments are available in the Career Services Center for all La Verne Campus and Regional Campus students. <https://laverne.edu/careers/>

Office of Civic and Community Engagement (OCCE): This office promotes the University's core value of community and civic engagement by developing mutually beneficial and sustainable relationships between the university and community partners. <https://laverne.edu/engagement/>

Office of Religious and Spiritual Life: This office provides religious and spiritual programming for the campus community. The University Chaplain coordinates a variety of activities, including faith-specific programs, as well as interfaith and multi-religious opportunities. This office is dedicated to religious diversity with a commitment to acceptance, mutual respect, awareness and dialog. <https://laverne.edu/chaplain/>