Dear Student:

I am writing to notify you that, as a result of your grade point average dropping below a 2.000 this past semester, you have been placed on academic alert. Being on alert is an indication that you likely need to evaluate your approach toward academic success and identify the factors that are helping or hindering you. This can be a positive thing, allowing you to reconsider your academic goals and work with renewed energy toward their achievement. *If you believe a mistake has been made and you are receiving this notice in error, please contact your Academic Advisor immediately by e-mail or phone.*

Succeeding in college is not easy, and the first semester of study in a new university setting can be particularly stressful. It can be difficult to become accustomed to a new academic and social culture and to meet different academic expectations. On academic alert, you are still considered to be in good academic standing and retain access to all of CU’s resources. You must, however, create a plan for success in order to avoid being placed on probation or suspension in a future term.

The College of Arts and Sciences is more lenient with first-semester students than with more experienced students, who may be placed on probation immediately after falling below a 2.0 GPA. We support your efforts to succeed and *will reevaluate your academic standing at the end of the Spring 2017 semester,* with the following possible outcomes:

- Your CU semester gpa is at least 2.000 and your CU cumulative gpa is at least 2.000—continued good standing
- Your CU semester gpa is at least 2.000 but your CU cumulative gpa is below 2.000—academic probation
- Your CU semester gpa is below 2.000 and your CU cumulative gpa is below 2.000—academic suspension

As you can see, being on academic alert does not guarantee that you will be allowed to continue. Your immediate goal is to ensure that you earn a minimum spring 2017 term GPA of a 2.000. The enclosed “Options & Resources” sheet provides more details as well as options, such as Academic Coaching and the Bounce Back Program, which are available to help you. We also recommend you *connect with your academic advisor as soon as possible.* Your advisor can help you identify your goals, strengths, and challenges, explain college policies, and assist you in getting your academic career back on the path of success.

*It is easy to disregard a letter like this but please do not.* The sooner you identify the academic and external challenges you are facing, the sooner you will be able to resolve them. I encourage you to discuss your situation and options with a family member or another trusted mentor. Our office does not notify your parents or guardians of changes in academic status so you should do so, if appropriate.

Wishing you a strong and successful semester ahead,

Sincerely,

Assistant Dean
OPTIONS FOR ARTS AND SCIENCES STUDENTS ON ACADEMIC ALERT
AT THE END OF THEIR FIRST SEMESTER ON CAMPUS

1. If you are confident you can earn a term grade point average of 2.000 or higher in the Spring 2017 semester (completing no fewer than 12 credit hours) you may choose to continue to take main campus CU Boulder classes. This is recommended particularly if you are living in campus housing.

2. You may take Boulder Evening, Online Credit, and Applied Music classes offered through the Division of Continuing Education. These grades will be calculated into your CU GPA. Please call (303) 492-5148 for further information. There is complete information on the Continuing Education web site at http://ce.colorado.edu.

3. You may take summer session or Continuing Education summer courses at any of the three campuses of the University of Colorado. These grades will be calculated into your CU GPA. Summer Session classes at CU Boulder are “open portal” and may be taken by any student, regardless of academic standing.

4. You may choose to remain out of CU Boulder Main Campus classes. If you believe you will continue to encounter circumstances that contributed to your academic difficulty, taking a break from academics and focusing on those external issues is a worthwhile option. If you stay out of CU Boulder day classes for one full academic year, when you return, you will have two full semesters to raise your cumulative GPA to a 2.000.

We highly recommend the following assistive options in addition to taking main campus or Continuing Education courses at CU. Successful completion of either the Academic Coaching or Bounce Back programs will allow you to continue in CU main campus classes in the fall of 2017, irrespective of your spring 2017 term or cumulative GPA:

**Academic Coaching:** All students on Academic Alert in the College of Arts and Sciences are invited to participate in the free Academic Coaching Program. This is an individualized program designed to support students in developing time management and study skills, setting and achieving goals, getting connected on campus, and overall wellbeing. Successful completion of the Academic Coaching Program allows students on Academic Alert an extra probationary semester. Students interested in working one-on-one with an Academic Coach should look for their email invitation (sent in early January) that outlines the program in more detail and includes instructions on how to sign up. Once students have signed up for the program, they will be contacted by an Academic Coach to schedule their first appointment, which will take place during the first or second week of the semester.

**Bounce Back Program:** This free 10-week class is for students on or near academic probation, academic recovery or those who are in Continuing Education working towards reinstatement. Students will learn academic skills including time management, effective study habits and coping with test anxiety, while rebuilding confidence in a supportive environment alongside others in the same situation. Advanced sign-up and a meeting with a Bounce Back staff member is required. For information, go to: http://www.colorado.edu/health/workshops .

Undergraduate students who do not enroll in CU Boulder courses for up to four consecutive semesters and wish to return to CU Boulder will have to complete an application for re-admission.
Academic Resource List

Here are some campus resources that can help students improve their academic performance.

**Academic Advising Center website:** [http://colorado.edu/advising](http://colorado.edu/advising)
The Academic Advising Center website allows students to find out who their advisor is, make appointments with their advisor, and get information about declaring majors and minors.

**Academic Advising Resource Center**
Located in Woodbury 109, Peer Advisors and other advising staff are available Monday-Friday, 8AM-5PM, to answer general questions related to degree audits, majors/minors/certificates, using the course registration system and connecting with other resources and opportunities on campus.

**Counseling and Psychological Services (CAPS):** [http://www.colorado.edu/health/counseling](http://www.colorado.edu/health/counseling)
Located in the Center for Community S440, professional counselors offer confidential, on-campus mental health and psychiatric services for a variety of concerns such as academics, anxiety, body image, depression, relationships, substance use and more.

**Disability Services:** [www.colorado.edu/disabilityservices](http://www.colorado.edu/disabilityservices)
Located in the Center for Community N200, this office provides support for students with special needs so they can participate fully in the university environment. Services include special technologies, a writing lab, screening and testing, and help with accommodations on campus and in the community.

**Professors’ Office Hours**
All instructors hold office hours for the students in their classes. We highly encourage students to meet with each instructor at the very beginning of each term - before the class becomes challenging – to make the most of this beneficial opportunity.

**Residence Hall Tutors**
Free tutoring is provided for students living in campus housing in almost all subjects as well as test taking, study skills and time management workshops, and faculty and staff interactions outside the classroom. Students can go to the front desk in their residence halls for information.

**Student Academic Services Center (SASC):** [http://sasc.colorado.edu](http://sasc.colorado.edu)
Located in Fleming 141, SASC offers free time management and study skills workshops, tutoring and group study sessions and mathematics and writing courses. They also offer workshops on problem solving skills, exam preparation and test taking skills throughout the semester.

**Student Computing Classes and Support, OIT:** [http://www.colorado.edu/oit/support-training](http://www.colorado.edu/oit/support-training) or 303-735-HELP
The office of information technology offers courses in Excel, PowerPoint, website creation, and general computer survival. They also offer drop-in and call-in assistance for students experiencing computer issues.

**Writing Center:** [www.colorado.edu/pwr/writingcenter.html](http://www.colorado.edu/pwr/writingcenter.html)
Located in the Norlin Library, Room E-111, the Writing Center provides free advice on writing assignments. An appointment is necessary; anyone can have up to 60 minutes of consultation per week.

**The Center for Student Involvement:** [http://www.colorado.edu/involvement/](http://www.colorado.edu/involvement/)
CU-Boulder has hundreds of on-campus activities you can take part in, including more than 300 academic, political, social, religious, and recreational organizations and clubs. These groups give you the chance to find your place at CU-Boulder by exploring your interests, meeting new people, building your resume and making connections for your career.

**Career Services:** [http://www.colorado.edu/career/](http://www.colorado.edu/career/)
Located in the Center for Community N352, Career Services offers resources and opportunities for everyone at CU; from first year freshmen to alumni. Explore career interests, examine strengths and interests, workshop resumes and much, much more. Students who begin working with Career Services in their early years at CU typically report feeling more confident and better connected to their majors.
**Academic Assessment Worksheet**

This worksheet will help you determine the number of hours of “B” grades you will need to raise your cumulative grade point average up to a 2.0.

For reference, we have included a sample partial transcript and hours of “B” calculation for Mr. Ralph E. Buffalo.

*You can access your transcript and grade point information for this calculation through MyCUInfo (https://mycuinfo.colorado.edu/).

<table>
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<tr>
<th>YOUR DATA</th>
<th>RALPH’S DATA</th>
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<tr>
<td>1. From transcript enter QUAL UNITS (i.e. all hours attempted for grades at CU)</td>
<td>94 hrs</td>
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<td>2. Multiply by 2.0 (ie. the value of a “C” grade)</td>
<td>x 2</td>
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<tr>
<td>QUAL PTS you would have earned IF you had a C average (2.0) in all work you attempted</td>
<td>188.0 pts</td>
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<td>3. From transcript enter the “QUAL PTS” you actually earned</td>
<td>- 180.5 pts</td>
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<td>4. Subtract to get the number of hours of grades of “B” needed to bring your cumulative GPA to a 2.0</td>
<td>7.5 hrs</td>
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**SAMPLE TRANSCRIPT**

Ralph E. Buffalo
123-45-6789

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<td>C</td>
<td>6.0</td>
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ATT 13 EARNED 12.0 GPAHRS 12.00 GPAPTS 21.00 GPA 1.750

**CUMULATIVE CREDITS:**

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*** END OF ACADEMIC RECORD ***