Notice of a Change in Academic Standing

Dear Arts and Sciences Student,

When we last wrote to you, it was to let you know that you had been placed on academic probation because your cumulative grade point average had dropped below a 2.000. I am sorry to inform you that, as a result of your cumulative grade point average remaining below 2.000 for a second semester, you have been placed on scholastic suspension from the College of Arts and Sciences. As the term implies, suspension can be but a temporary interruption of your normal academic routine. It is my hope that this is the case with you.

As a result of this suspension, you will be ineligible to register for Main Campus classes during any fall or spring term at any of the campuses of the University of Colorado, until you are reinstated by the College of Arts and Sciences. I regret to say that this action is effective immediately and will remain in effect until you raise your CU cumulative grade point average to 2.000 or above. If you have already registered for Boulder Main Campus classes for the Spring 2017 semester, you will be removed from those classes.

This change in academic standing may affect financial aid eligibility. If you receive such assistance, please contact the Office of Financial Aid. I am sorry to say that we cannot reinstate you simply to protect your financial aid.

As we have implored you in the past, please do not disregard this letter, nor your situation. Now is the time to address the challenges that have gotten in the way of the academic performance of which you are capable. First and foremost, I recommend you connect with your academic advisor as soon as possible. Your advisor can help you identify and remediate the causes of your academic difficulties. To schedule an appointment, go to http://colorado.edu/advising. If you believe a mistake has been made and you are receiving this notice in error, please contact your academic advisor immediately. If you have questions about any of your final grades, please contact the instructors immediately.

I suggest completing the enclosed Academic Reinstatement worksheet and bringing it with you to your academic advising appointment. The sheet assists you in computing the number of credit hours of “B” work necessary to raise your CU cumulative grade point average to a 2.000. Then consider which of the enclosed Reinstatement Options for Arts and Sciences Students may best work for you. You may need to take advantage of one or more of these options depending on your circumstances (for example, Continuing Education classes this spring followed by CU Boulder Summer Session courses).

I again 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.

I wish you success in restoring your academic good standing.

Sincerely,

Assistant Dean

CC: Dean’s file
REINSTATEMENT OPTIONS FOR ARTS AND SCIENCES STUDENTS ON SUSPENSION

To earn reinstatement to Boulder Main Campus classes, suspended students must earn credit hours and grades sufficient to raise their CU cumulative grade point average, or their combined grade-point average, to 2.000 or above. Students can make use of one or more of the options below to achieve this.

1. **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. Visit [http://ce.colorado.edu](http://ce.colorado.edu) for complete course information or to schedule an appointment with an academic advisor.

   **Important note: Students who choose to enroll in Continuing Education courses must maintain a minimum 2.500 term GPA while enrolled in Continuing Education.** Students who earn less than a 2.500 term GPA in Continuing Education are subject to dismissal from Continuing Education courses in fall and spring semesters. Incomplete course work does not prevent or delay dismissal from Continuing Education.

2. **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.

3. **You may take courses at another academic institution.** To be reinstated, your cumulative GPA at CU before your suspension plus the grades and credit hours resulting from all work done at other institutions after your suspension must calculate to a cumulative GPA of at least a 2.000. To appeal for reinstatement based on coursework at another academic institution, please see [http://www.colorado.edu/advising/policies-procedures/reinstatement-readmission](http://www.colorado.edu/advising/policies-procedures/reinstatement-readmission).

   Transferable course work will be applied as appropriate toward meeting graduation requirements but grades received in these courses will not be calculated into your CU GPA. After reinstatement, you will have the same cumulative CU GPA that you have now but you will have two semesters to raise your cumulative CU GPA to a 2.000 and be in academic good standing.

**Reinstatement**

Please notify the Academic Advising Center at 303-492-7885 when you qualify for reinstatement. If you have done work at another college or university, you must a) submit a reinstatement petition and b) provide us with an official transcript of all course work including final grades for the most recent term of enrollment. We will not accept an interim report of courses in progress. You will find the reinstatement petition online at the website noted in point three, above.

**Readmission**

Undergraduate students who do not enroll in CU Boulder courses for up to four consecutive semesters and wish to return to CU Boulder may complete a Readmit Undergraduate Packet: [http://www.colorado.edu/admissions/apply/forms](http://www.colorado.edu/admissions/apply/forms).
Academic Resource List

Academic Advising Center website: 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.

CU Boulder 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.

Counseling and Psychological Services (CAPS): 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,
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.

Student Academic Services Center (SASC): 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 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
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/
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/
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 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 Reinstatement 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/](https://mycuinfo.colorado.edu/)).

YOUR DATA    RALPH’S DATA

1. From transcript enter QUAL UNITS (i.e. all hours attempted for grades at CU) ________ 94 hrs

2. Multiply by 2.0 (ie. the value of a “C” grade) x 2 x 2

QUAL PTS you would have earned IF you had a C average (2.0) in all work you attempted ________ 188.0 pts

3. From transcript enter the “QUAL PTS” you actually earned - ________ - 180.5 pts

4. Subtract to get the number of hours of grades of “B” needed to bring your cumulative GPA to a 2.0 = ________ = 7.5 hrs

SAMPLE TRANSCRIPT
Ralph E. Buffalo
123-45-6789

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<th>COURSE TITLE</th>
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<th>PNTS</th>
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<td>D-</td>
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</tr>
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<td>C</td>
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</table>

ATT 13 EARNED 12.0 GPAHRS 12.00 GPAPTS 21.00 GPA 1.750

CUMULATIVE CREDITS: TR UNITS CUUNITS TOT UNITS QUAL UNITS QUAL PTS GPA

UGRD 0.0 12.0 12.0 12.0 21.00 1.750