

University of Colorado Denver

Academic Success Plan

Advising Office	Location	Telephone Number	Email
Academic Success and Advising Center	Student Commons Building, Suite 1113	(303) 315-1940	Asac@ucdenver.edu
College of Architecture and Planning	CU Building, 2 nd Floor	(303) 315-1000	Krista.busch@ucdenver.edu, Kyle.danforth@ucdenver.edu
College of Arts and Media	Arts Building, Suite 177	(303) 315-7400	CAMadvising@ucdenver.edu
Business School	Business School, 4 th Floor	(303) 315-1800	Undergrad.advising@ucdenver.edu
School of Education and Human Development	Lawrence Street Center, Suite 701	(303) 315-6300	Miriam.cummings@ucdenver.edu Rosalinda.martinez@ucdenver.edu
Bioengineering Department	North Classroom 2204	(303) 315-7492	Shaun.boulier@ucdenver.edu
College of Engineering and Applied Science	North Classroom 2605 (Please refer to Department)	(303) 315-7510	CEASstudentservices@ucdenver.edu
College of Liberal Arts and Sciences	North Classroom 1030	(303) 315-7100	Clas_advising@ucdenver.edu
School of Public Affairs	Lawrence Street Center, Suite 500	(303) 315-2228	Nora.scanlon@ucdenver.edu (CRJU) Hansen.millison@ucdenver.edu (PUAD)

Please call the appropriate office above to schedule an appointment to review your completed plan with your academic advisor. Scheduled appointments are required to review the plan. Registration holds will only be lifted after you meet with your academic advisor.



For students on Academic Probation

Completed plans must be returned during an advising appointment. Appointments must be completed by:

- **April 15th to register for the Maymester and/or summer semester.**
 - *Contact your advising office no later than April 1 to schedule your appt.*
- **July 15th to register for the fall semester.**
 - *Contact your advising office no later than July 1 to schedule your appt.*
- **December 15th to register for the spring semester.**
 - *Contact your advising office no later than December 1 to schedule your appt.*

Beat the rush! Schedule appointments as early as possible to avoid long waiting times.

Student Signature _____ ID# _____
Student Name _____ Major _____
Advisor Initials and Date _____

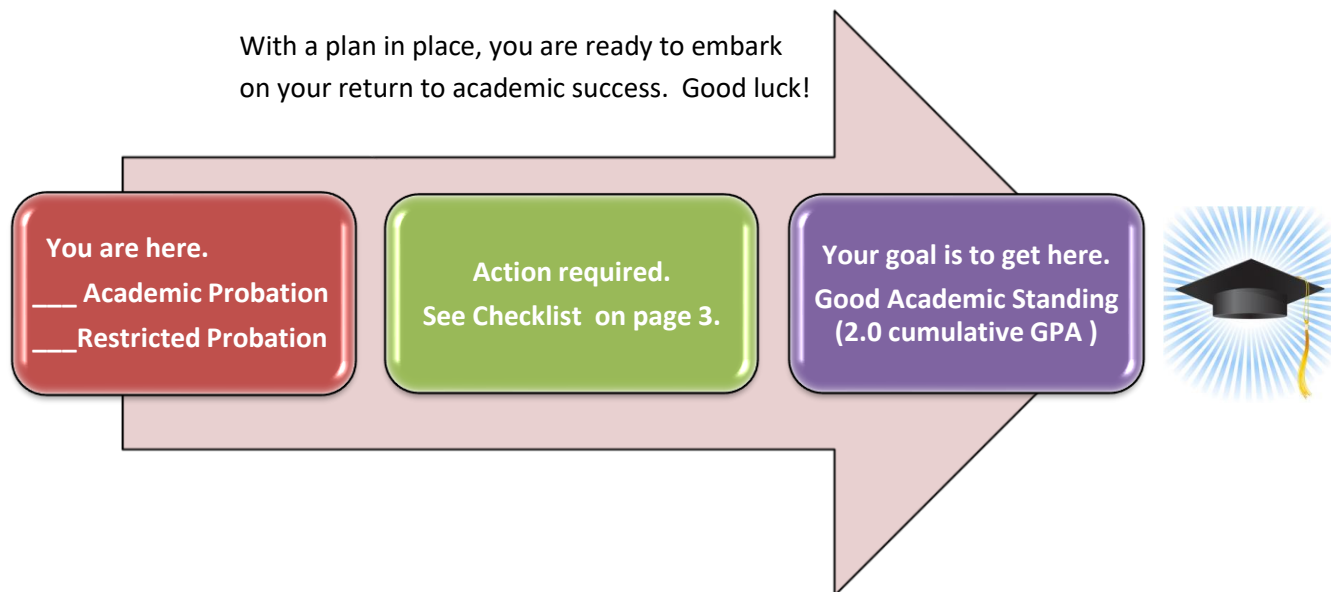
At the University of Colorado Denver (CU Denver), we understand that things don't always go according to plan. When that happens, we need to take stock and re-evaluate. In order to facilitate this process, CU Denver offers you a team who can help you with this reevaluation so you can get back on track and achieve your academic goals.

CU Denver has a practice of shared responsibilities among students, staff and faculty. Your current academic status is an opportunity for you to access campus resources by using this system of shared responsibilities.

We hope this plan will be useful for you. It offers several steps you can take to improve your academic status and move toward graduation. The plan includes:

- Information about meeting with your academic advisor to discuss your plan of action and how to return to good standing.
- Description of the probation/suspension policies.
- Self-assessment that helps you reflect on your past and current difficulties and what changes or plans of action you can make for improvement.
- List of campus resources that are ready to assist you with meeting your educational and personal goals.

Once you complete the plan, please call your academic advisor to schedule an appointment to review the plan. Together you will discuss your previous challenges and how your plan of action will help you attain your goals.



The checklist below outlines the steps you must complete in order to register for the upcoming semester. Your last step is to schedule an appointment and meet with your academic advisor to review the packet and have your registration block removed.

☐ STEP I – Read Academic Probation and Suspension Policies.

☐ STEP II – Complete Self-Assessment.

☐ STEP III – **Schedule appointments to meet with a minimum of two support resources** (refer to Resource Contact List) to complete two Resource Contact Worksheets.

Tip! Plan ahead.

It's best to call about
two to three weeks
ahead for most
appointments.

Note: International students with an F1 or J1 visa are required to meet with an international student advisor.

(Call (303)315-2230 to set up an appointment.)

☐ STEP IV – Schedule an appointment to meet with your academic advisor to discuss the completed plan.

Advisor comments:

The advisor's signature below indicates that the plan has been reviewed with the student and has been accepted as having been successfully completed by the student.

Student name: _____

ID#: _____ Major: _____

Advisor's signature: _____

Advisor's name (print): _____

Date: _____

Students at the University are expected to maintain progress in their degree program, as defined by being in “good academic standing.” Good academic standing requires minimally a cumulative grade point average (GPA) of 2.0 on all University of Colorado course work.

Academic Probation

- Academic probation is a warning to students that they are not progressing toward completion of their degree in a satisfactory manner.
- Students are placed on academic probation when their cumulative CU GPA falls below a 2.0 at the end of any academic term.
- Students are informed in writing (via University-assigned email) of their academic probation status.
- Students on Academic Probation will be required to complete the Academic Success Plan during their first semester on Academic Probation.
- Students will be required to schedule an appointment and meet with their academic advisor to discuss the completed Academic Success Plan before they will be allowed to register for the subsequent term.
- Students on Academic Probation will be required to schedule an appointment and meet with their academic advisor every semester that they are on Academic Probation before they will be allowed to register.
- Academic Probation requires that students achieve a minimum 2.3 semester GPA each subsequent term until their cumulative CU GPA is at least a 2.0 to return to good academic standing. Students must achieve a minimum 2.0 cumulative CU GPA to meet graduation requirements.
- Students who fail to earn the 2.3 semester GPA during any semester of Academic Probation will be placed on Restricted Academic Probation.
- Students have five semesters or 30 credits (whichever happens sooner) to raise their cumulative GPA to above a 2.0, or they will be placed on Academic Suspension.
- Once a student has raised his/her cumulative CU GPA to at least a 2.0, s/he will be removed from Academic Probation and notified via University-assigned email that s/he is in Academic Good Standing.

Restricted Academic Probation

- Students who fail to earn the 2.3 semester GPA during any semester of Academic Probation will be placed on Restricted Academic Probation.
- Students are informed in writing (via University-assigned email) of Restricted Academic Probation status.
- Students on Restricted Academic Probation will be allowed to enroll for a maximum of 7 credits/2 classes per semester (whichever is more). A course and its attached lab are considered to be one course in this case.
- Students on Restricted Academic Probation will be required to schedule an appointment and meet with their academic advisor in order to register for courses.
- Students on Restricted Academic Probation can register for no more than 7 credits/2 classes through UCDAccess after meeting with an advisor; they will only be able to register for open sections of courses.
- Restricted Academic Probation requires that students achieve a minimum 2.3 semester GPA each subsequent term until their cumulative CU GPA is at least a 2.0. Students must achieve a minimum 2.0 cumulative CU GPA to return to good academic standing and to meet graduation requirements.
- Students on Restricted Academic Probation who do not meet the 2.3 minimum semester GPA will be placed on Academic Suspension.
- Students who fail to raise their cumulative GPA to 2.0 or above in five semesters or 30 credit hours on Academic Probation and Restricted Academic Probation will be placed on Academic Suspension.

Academic Suspension

- Students on Restricted Academic Probation who do not meet the 2.3 minimum semester GPA will be placed on Academic Suspension.
- Students are informed in writing via University-assigned email of their Academic Suspension status.
- The minimum duration of Academic Suspension is for a period of one year (three semesters, including summer term). Students placed on Academic Suspension will be unable to take courses from any CU campus during this time.
- Should a student be placed on Academic Suspension while registered for the next semester, s/he will be administratively dropped from their courses by the University.
- A student's Academic Suspension status is permanently indicated on his/her official University of Colorado transcript.
- During the one-year Academic Suspension period, students who wish to return to the University should consider one (or both) of the following actions:
 - Attend another regionally-accredited college/university.
 - Students who choose to attend another institution while on Academic Suspension can take as many or as few credits as they choose, but must earn a 2.75 cumulative GPA in all transferable course work.
 - Students should consult their academic advisor to discuss appropriate course work.
 - Use the time off to directly address and resolve the factors that contributed to the academic difficulty.
- After the one-year suspension period has elapsed, students must petition the appellate committee (of the school or college they wish to enter) for readmission and meet and document at least one of the following criteria:
 - Attendance at another regionally accredited college/university where they earned a minimum cumulative GPA of 2.75 in transferable credit.
 - Explanation of their previous academic difficulty, demonstration of what has changed, and how this will allow them to now achieve and maintain Good Academic Standing (including a semester GPA of at least 2.3 and a cumulative GPA of at least a 2.0).
- Students who choose to petition their college's appellate committee for readmission must submit their petitions by the following deadlines:
 - For fall admission: June 1
 - For spring admission: December 1
 - For Maymester/summer admission: April 1
- If a student is granted readmission and his/her CU GPA is below a 2.0, s/he will be readmitted on Restricted Academic Probation. These students must meet the condition of Restricted Academic Probation every semester until their cumulative CU GPA is at least a 2.0.

Second Suspension

- Students who are readmitted after their first Academic Suspension and fail to meet the conditions of Restricted Academic Probation for a second time are placed on a second suspension for an indefinite period of time.
- Students on a second suspension may be readmitted to the University only by petition to the college's appellate committee.
- Students will not be considered for readmission unless they have demonstrated *significant* improvement in academic performance at the college/university level, and/or considerable and positive change in personal circumstances.

Name (print clearly): _____ Date: _____

Student ID: _____ Phone #: _____

University email: _____

Please use this worksheet to help you identify the obstacles that led to your academic difficulties. After identifying the obstacles, create a plan of the actions you will take to improve your academic standing.

The university is committed to helping you be successful and assisting you in achieving your educational goals. **Helpful hint: plan ahead! It can take up to two or three weeks to schedule all of your appointments and complete this process.**

CU Denver offers numerous resources and services to help you improve your academic performance (see Resource Contact List). We encourage you to take advantage of these services to help you improve academic success.

- My current CU Denver cumulative GPA is _____.
- My current academic status is (circle one): Probation Restricted Probation Suspension
- All students on Academic Probation and/or Restricted Academic Probation need to maintain a minimum _____ semester GPA each semester until their cumulative CU GPA reaches _____.
- Employment status:
 - ☐ I am working _____ hours a week.
 - ☐ I am not working.
- Other obligations (other than school and/or work):
 - ☐ I have other obligations that require I commit _____ hours a week. These obligations include:
 - ☐ I do not have any other obligations.

1. What are the reason(s) you feel you struggled this past semester? What course(s) did you find the most difficult? Please provide an explanation for each reason stated.

2. How do you plan to address these obstacles to improve your academic progress? What academic or personal changes need to occur? What kind of outside help can you use to make these changes?

Over

3. Please describe your study habits (when and where do you study and how many hours per course per week).

4. What goals would you like to achieve by the end of this upcoming semester?

5. List at least two resources and explain how you will use them to help you meet your academic goals (see Resource Contact List).

a.

b.

Student: Bring a copy of this completed form to your appointment with your academic advisor.

There are many campus resources for students; most services are free of charge with your student fees. The following is a partial list. **Please plan to schedule an appointment two to three weeks in advance with the resources you select.**

- **Academic Success and Advising Center:** Academic advising for all Arts & Media undeclared and freshmen, College of Liberal Arts and Sciences Undeclared, Pre-Architecture, Pre-Business and Pre-Engineering. www.ucdenver.edu/asac ; SCB 1113; (303) 315-1940. *OL
- **(College of) Architecture & Planning Advising:** Academic advising for all declared Architecture students. **Schedule appointment with Krista Busch.** www.ucdenver.edu > Degrees and Programs > College of Architecture and Planning > Student Resources > Advising; CU Building 2nd Floor; (303) 315-1000. *OL
- **(College of) Arts & Media (CAM) Office of Advising & Student Services:** Academic advising for all Arts & Media students with 30 or more credit hours. Appointment times for advising vary throughout the week. E-mail quick questions to CAMAdvising@ucdenver.edu. <http://cam.ucdenver.edu/> > Advising; ARTS 177; (303) 315-7400. *OL
- **Auraria Library:** Get help finding information and resources and learn how to improve your research skills. To receive assistance with the Academic Success Packet, students **must** schedule a 30 to 60 minute research consultation with a reference librarian. You can request a research consultation using the form on this webpage: <http://library.auraria.edu/schedule-research-consultation> or calling the number below. Please give us 48 hours to respond. <http://library.auraria.edu>; 1100 Lawrence Street, 303-315-7711. *OL
- **Auraria Police Department & Night Rider Program:** Information about campus safety; crime prevention programs; vehicle unlocks; emergency response. Night Rider & Night Walk programs escort students to their vehicles or other on campus locations. <http://www.ahcc.edu/police.html>; 1201 5th Street, Suite 110; (303) 556-5000. *Emergency Number: dial 911 from any campus extension.*
- **(The) Business School Advising:** Academic advising for all students accepted into the Business School.; Undergrad.Advising@ucdenver.edu; www.ucdenver.edu > Degrees and Programs > Business School > Advising and Resources > Undergraduate Advising; Business School 1475 Lawrence Street, 4th Floor; (303) 315-8100. *OL
- **Campus or Community Mentor:** Personal mentor at the University or possibly within your community who can help support your academic or personal goals. Please consult an academic advisor for more information.
- **Career Center:** Career assessment tools, guidance with choosing and exploring majors, identification of career choices, help with resume and cover letter writing, interviewing skills, networking, on-line and traditional job search, and connection with employers. **Schedule an appointment with a counselor.** www.ucdenver.edu/careercenter; TIV 267; (303) 315-7315.
- **(Office of) Case Management:** Supports students who may be experiencing difficult times related to mental health, safety concerns, interpersonal conflict, adjusting to college, family emergencies, feelings of isolation and anything else which may impact your ability to be successful at CU Denver. We serve students by providing intervention and advocacy, medical withdrawals, navigation of the university system and resources, and follow-up services and support. CSM@ucdenver.edu; TIV 227; (303) 315-7306. *OL
- **Center for Identity and Inclusion:** Minority outreach, peer counseling, workshops, assistance with applying for financial aid, cultural events. <http://www.ucdenver.edu/about/departments/odi/CII/Pages/default.aspx>; SCB 2007; (303) 315-1880.
- **Counseling Center:** Students get unlimited free sessions. Do note that the Center requires completion of three sessions with a counselor before they will provide a signature for this packet. Includes couples, group and family counseling. <http://www.ucdenver.edu/life/services/counseling-center/Pages/default.aspx> ; TIV 454; (303) 315-7270.
- **Dean of Students:** Addresses the welfare of each student by promoting a campus culture that synthesizes intellectual, physical, social and emotional student development in a holistic way. We serve students by advocating for student needs, addressing issues of wellness, safety, behavior, conduct and accountability, supporting students in time of crisis, promoting diversity and inclusion, and helping to create, manage and change campus policies and procedures that impact students. TIV 227; (303) 315-7310. *OL

- **Departmental and Faculty Advisors:** See your academic advising office for contact information. **Declared majors in the College of Liberal Arts & Sciences are required to meet with a faculty advisor in their major department as one of their resources. *OL**
- **Disability Resources & Services:** Accommodations for disabilities (learning, physical, etc.). Temporary accommodations (scribes for broken hands). <http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx>; SCB 2116; (303) 315-3510. ***OL**
- **(School of) Education and Human Development:** Academic advising for all declared SEHD students. **Schedule appointment with Miriam Cummings or Rosalinda Martinez.** 1380 Lawrence Street, Suite 701; Miriam.cummings@ucdenver.edu OR Rosalinda.martinez@ucdenver.edu; (303) 315-6300. ***OL**
- **(College of) Engineering Student Services Center:** Academic advising for all civil, electrical, mechanical and computer science engineering undergraduate students, please contact your home department; undeclared engineering students, contact the Engineering Student Services Center; NC 2605; (303) 315-7510. ***OL**
- **(Office of) Equity:** This office responds to matters related to sexual misconduct and protected class discrimination both on and off-campus, with the goal of preventing, and/or ending these issues on campus. The office provides remedial measures to those who have been impacted by these issues, some examples include: communicating with faculty about related absences, assisting with extensions on assignments, alternate class arrangements, withdrawals, assisting with incomplete requests. The office operates within the scope of privacy rather than confidentiality, sharing information only with those who have a legitimate educational need to know about any incident. equity.ucdenver.edu; (303) 315-2467; equity@ucdenver.edu; ***OL**
- **Experiential Learning Center:** Get experience through internships, cooperative education, service learning, community engagement and undergraduate research. <http://www.ucdenver.edu/life/services/ExperientialLearning/Pages/default.aspx>; TIV 260; (303) 315-7258. ***OL**
- **(Office of) Financial Aid:** Financial Aid programs, grants, loans, scholarships, student eligibility requirements. Important note for Financial Aid recipients: Federal financial aid regulations require that you follow the federal Satisfactory Academic Progress (SAP) policy in addition to CU Denver's Academic Probation and Suspension Policies. Please read the SAP policy carefully, available on the Financial Aid website. **Note that your status may be different under each policy.** You may, for example, be eligible for continued enrollment under the CU Denver policy but not eligible for financial aid under the SAP standards. Conversely, you may be eligible for financial aid but not eligible to enroll under the CU Denver policy. www.ucdenver.edu/finaid; SCB 5105; (303) 315-1850. ***OL**
- **Gay, Lesbian, Bisexual and Transgender (GLBT) Student Services:** Support, advocacy, training, library, guest speakers. <http://glbtss.org/>; TIV 213; (303) 556-6333. ***OL**
- **Health Center:** Wellness services including immunizations, screenings and testing as well as urgent care services such as first aid. <http://www.mscd.edu/student/resources/health/>; Plaza 150; (303) 556-2525.
- **Housing and Dining at Campus Village:** Campus Village offers services for all CU Denver students, including workshops with existing campus offices such as Writing Center and Learning Resources Center. Campus Village offers the unique opportunity to customize its probation/suspension services depending on students' individual needs and concerns. www.ucdenver.edu/housing; Campus Village Apartments, 318 Walnut Street; (303) 573-5272.
- **(Office of) International Student Scholar Services:** International Student Scholar Services Unit, International College, and Global Education. <http://www.ucdenver.edu/academics/InternationalPrograms/OIA/ISSS/Pages/default.aspx>; 1380 Lawrence Street, Suite 932; (303) 315-2230. ***OL**
- **Learning Resource Center:** Tutoring, study skills, time management workshops, etc. Schedule an appointment with a staff member. <http://www.ucdenver.edu/life/services/LRC/OurServices/Pages/default.aspx>; SCB 2105; (303) 315-3531.

Resource Contact List continued on next page →

- **(College of) Liberal Arts and Sciences (CLAS) Advising Office:** Academic advising for all declared majors in CLAS and information about undergraduate Teacher Licensure and pre-Health programs. www.ucdenver.edu > Degrees and Programs > College of Liberal Arts and Sciences > Undergrad Advising; NC 1030; (303) 315-7100. *OL
 - **Lynx Center:** The centralized information hub of CU Denver that provides guidance in navigating the campus. We provide resources, referrals and solutions to all students, staff and faculty to eliminate barriers. www.ucdenver.edu/lynxcenter; SCB 1107; (303) 315-5969. *OL
 - **Ombuds Office:** Prompt, impartial and confidential conversation for informal conflict resolution. <http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx>; CU Building 100P; (303) 315-0046.
 - **Peer Advocate Leaders (PAL):** The Peer Advocated Leader (PAL) office provides one on one mentoring by student peers who are specifically trained to support probation/suspension students. The PALs focus on holistic academics and assessing students' needs in order to refer them to the appropriate resources. PALs can also help students navigate the probation/suspension process (understanding the policies, guiding students through the Academic Success Plan process, clarifying timelines and deadlines, etc.). www.ucdenver.edu/PAL; TIV 127; (303) 315-5492; PAL@ucdenver.edu. *OL
 - **(The) Phoenix Center at Auraria:** Provides response and support services, education and training, and resource referrals for all students on the Auraria campus regarding interpersonal violence (IPV). IPV is defined as sexual assault, stalking, dating violence and domestic violence. TIV 259; (303) 315-7323. *OL
 - **(School of) Public Affairs (SPA):** Academic advising for undergraduate Criminal Justice students: **Schedule appointment with Nora Scanlon**, Nora.scanlon@ucdenver.edu. Academic advising for undergraduate Public Service students: **Schedule appointment with Hansen Millison** Hansen.millison@ucdenver.edu; www.ucdenver.edu/academics/colleges/SPA > Current Students > Advising; 1380 Lawrence Street, Suite 500. *OL
 - **Scholarship Resource Office:** Provides information about scholarships and offers guidance in the scholarship application process, such as how to search for a scholarship, how to write an effective essay and how to create a scholarship application tracking calendar. Scholarship@ucdenver.edu; www.ucdenver.edu > Admissions and Costs > Scholarships; SCB 5105; (303) 315-1850. *OL
 - **(Office of) Student Life:** Includes Student Clubs, Student Government, Student Newspaper, Housing, Health Insurance, etc. <http://www.ucdenver.edu/life/services/studentlife/Pages/StudentLife.aspx>; TIV 227; (303) 315-7288.
 - **TRiO Programs/Student Success Services:** For first-generation and/or low income students – provides advising, peer counseling, peer mentoring, etc. www.ucdenver.edu/TRIO; SCB 2011; (303) 315-3550.
 - **Undocumented Student Services:** Serve and provide an advocate for DREAMer* and mixed status students at all intersections of documentation and equity needs, to support DREAMers in achieving their degree, to create an equitable educational environment. *At the University of Colorado Denver, DREAMer students are defined as students who were brought to the United States after birth and may be connected with the DREAM Act movement. They may qualify for Deferred Action (DACA) and/or qualify for in-state tuition under the Colorado ASSET bill. To make an appointment please e-mail angelica.lopez-rodriguez@ucdenver.edu. <http://www.ucdenver.edu/about/departments/odi/undocumentedstudentservices/About-Us/Pages/About-Us.aspx>; SCB 2011; (303) 315-1883.
 - **Veteran and Military Student Services:** Advising and administrative services for military veterans. Vmss@ucdenver.edu; TIV 124; (303) 315-7300.
 - **Women and Gender Center:** Information regarding services and resources (e.g. daycare, housing, etc.). www.ucdenver.edu/WRC; TIV 259; (303) 315-7256.
 - **Writing Center:** One-one one support for any type of writing – class assignments, scholarship applications, petition letters, employment materials, personal writing, etc. Student must attend three individual sessions to satisfy Academic Success Plan requirement. Make appointments online at <http://writingcenter.ucdenver.edu>; NC 4014; (303) 556-4845. *OL
- *OL- In addition to working with on-campus students, these resources are able to work with online only students.**

Please use this worksheet to assist you with preparing for your meeting with an on/off campus resource. It will help guide your conversation with your resource contact during your appointment.

Appointment Expectations with Resource Contact

- Plan to meet with resource contact as early as possible after receiving the Academic Success Plan.
- **Call two to three weeks in advance to schedule an appointment.** Plan 30-60 minutes for the appointment.
 - Most resources cannot meet with students without an appointment.
- Inform resource contact that you are scheduling a meeting as part of your Academic Success Plan.

Student Name: _____ **Student ID Number:** _____

Email Address: _____ **Phone:** _____

Resource Office: _____ **Location:** _____

Resource Contact Person: _____ **Phone:** _____ **Date:** _____

Student Responsibilities

- Provide resource contact with a copy of your “self-assessment.”
- Explain why you have selected the resource contact to be a part of your overall Academic Success Plan.
- Be prepared to answer any/all of the following questions:
 1. How are you doing in each of your classes?
 2. What are your grades?
 3. Have you talked with your instructor(s)?
 4. What are some issues going on with you?
 5. How are you doing now?
 6. What can you do to improve?
 7. First-year student (freshmen) – Let’s talk about your high school experience.
 - What did you struggle with?
 - What was your academic experience like?

Resource Contact Responsibilities

- To reinforce the above expectations. Resource contact people are not expected to meet with students without an appointment.
- To provide guidance to meet the above student responsibilities
- To identify strategies and opportunities that can assist the student with returning to good academic standing.
- To sign this resource worksheet once an agreement has been reached between you and the student.

Resource Contact: list programs/services within your operation that may best support student's needs and goals.

Resource Contact: list the action items the student has agreed to complete along with any deadlines established.

Student: I acknowledge that I have established the above action items and will follow through with the actions as indicated above.

Student Signature: _____

Date: _____

Resource Signature: _____

Date: _____

Student: Bring a copy of this completed form to your appointment with your academic advisor.

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 9. What are your grades?
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 11. What are some issues going on with you?
 12. How are you doing now?
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