



ACADEMIC PROBATION CONTRACT

ID #: _____
NAME: _____
EMAIL: _____

MAJOR: _____
ADVISOR: _____
PHONE NUMBER: _____

The Academic Probation Contract is a tool to support students and help them reach Satisfactory Academic Progress (SAP) by increasing their Grade Point Average (GPA). Please fill out the personal statement on your own and meet with an advisor to complete the academic plan section.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is defined as the successful completion of coursework towards an eligible certificate or degree. Quincy college considers students to be in good academic standing when they have achieved academic progress by maintaining a cumulative grade point average above those set for academic warning or probation. The cumulative GPA is 2.0

Semester GPA: _____

Cumulative GPA: _____

Student Personal Statement*

Provide a personal statement detailing:

The reasons/circumstances that contributed to you not meeting Satisfactory Academic Progress (SAP).

How circumstances have changed and what your plan is to meet satisfactory academic progress for the upcoming semester.

*Personal statements will only be shared with the advisor and Financial Aid, as deemed appropriate.

Certification

By signing this form, I certify all information reported on this form is complete and correct.

Student Signature

Date



ID #: _____

NAME: _____

Advisor/Student Academic Plan

This section is to be completed at a scheduled meeting **with an academic advisor.**

Completed by Academic Advisor:

Semester for which student is on probation (circle one): FALL _____ | SPRING _____

Number of credits required for the semester:

- Less than part-time
- 6-11 credits
- Full Time (12+ credits)

Minimum GPA required for the semester: _____

Planning for Success:

With an advisor, please use the below space to list the courses that the student plans to take and/or retake. Minimum grade requirement(s) needed to pass/goals each course should be included as well.

| Course Number | Course Title | Credits | Schedule | Check if Repeat | Grade Needed |
|---------------|--------------|---------|----------|-----------------|--------------|
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| | | | | | |
| | | | | | |

Recommended Support Services:

- _____ Office Hours
- Academic Advising
- Tutoring
- Student Accessibility Services
- Other:



ID #: _____

NAME: _____

Financial Aid Consultation

This section is to be completed with a staff member in Financial Aid.

1. Is student currently receiving Financial Aid? Y: _____ N: _____

2. Has student submitted all necessary documentation to Financial Aid Office? Y: _____ N: _____ list requirements:

3. Student understands the conditions of their financial aid eligibility in the coming semesters? _____ Student Initials _____ Staff Initials

Agreement & Conditions

I _____ understand that in accordance with the Academic Probation Policy Section 5.07F in the Quincy College catalog (completed or attempted 24 or more credits with a cumulative GPA below 2.0), I am on Academic Probation and not currently in good standing. I also understand it is mandatory to adhere to all the terms of this probation contract, as well as comply with the academic standards required of all Quincy College students. Failure to make Satisfactory Academic Progress (SAP) can result in the loss of Financial Aid and suspension from the College. I understand that I may not be eligible for Financial Aid while currently on Academic Probation. Satisfactory Academic Progress (SAP) will be monitored through individual meetings with an Academic Advisor during the semester, and the standing will be measured by my GPA at the end of the semester.

Beyond academic planning this contract sets the following criteria to which the student agrees to:

- Strongly consider retaking failed coursework
- Attend class(es) and faculty office hours regularly
- Maintain a minimum GPA of 2.0
- Meet with their advisor _____ regularly

By signing this contract, all parties acknowledge and agree that all information shared between the student and the Academic Advisor during their meetings shall remain confidential as required by the Family Educational Rights and Privacy Act 1974 (FERPA) unless otherwise disclosed to the student by the Academic Advisor.



Signatures:

Student Name (Printed)

Student Signature

Date

Advisor Name (Printed)

Date

Advisor Signature

Financial Aid Name (Printed)

Date

Financial Aid Signature