Proposed First Year Academic Probation Procedures for Pilot Project

1. **Academic Standing Processed**
   - College Receives List of Students on Probation (+ coding of support units)
2. **College Determines Case Manager**
3. **Case Manager Contacts Students to Set up Appt with Advisor (Notified of HOLD)**
   - Case Manager makes follow up phone call to set up an appointment with advisor
   - Second Outreach Email (Reminder of HOLD)
   - Case Manager sends closure/resources email
4. **Student Meets with Academic Advisor**
   - Academic Advisor follows up with student after meeting
5. **Subsequent Term – Advisor follows up with student – Good Standing or Probation**

**Support Units**
- Support Units used to help encourage students to see advisor.
- Support units document related conversations with students in MyDegrees
- Information Documented in MyDegrees
- UHDS & support units provide additional outreach.

**Registrar’s Letter Goes Out to Students**

**Materials linked from the November 14, 2012 Academic Advising Council agenda.**