



**COLLEGE OF TECHNOLOGY**  
INDIANA STATE UNIVERSITY

# ACADEMIC PROBATION PROGRAM

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COT Student Services

## TABLE OF CONTENTS

<b>WELCOME &amp; CONTACTS .....</b>	<b>3</b>
<b>UNDERSTANDING THE ACADEMIC PROBATION PROCESS.....</b>	<b>4</b>
<b>ACADEMIC DISMISSAL .....</b>	<b>4</b>
<b>PROBATION LETTER &amp; CONTRACT .....</b>	<b>5</b>
<b>STUDENT SELF-ASSESSMENT SURVEY .....</b>	<b>5</b>
<b>MENTORING.....</b>	<b>5</b>
<b>CAMPUS RESOURCES .....</b>	<b>6</b>
<b>ROLE OF ADVISOR .....</b>	<b>7</b>
<b>STUDY TIPS.....</b>	<b>7</b>
<b>FREQUENTLY ASKED QUESTIONS (FAQ)?.....</b>	<b>8</b>

## WELCOME & CONTACTS

Welcome to the Academic Probation Program for students attending the College of Technology at Indiana State University. Here you will find information regarding the Academic Probation Process set in place for students in declared undergraduate programs for the following majors:

- i. Adult and Career Education (ACE)
- ii. Architectural Engineering Technology (ArET)
- iii. Automation and Control Engineering Technology (ACET)
- iv. Automotive Engineering Technology (AET)
- v. Aviation Management (AM)
- vi. Civil Engineering Technology (CVET)
- vii. Computer Engineering Technology (CET)
- viii. Construction Management (CNST)
- ix. Electronic Engineering Technology (EET)
- x. Engineering (ENGR)
- xi. Engineering Technology (ET)
- xii. Engineering Technology Management (ETM)
- xiii. Human Resource Development of Higher Education and Industry (HRD)
- xiv. Information Technology (IT)
- xv. Interior Architecture Design (IAD)
- xvi. Manufacturing Engineering Technology (MET)
- xvii. Packaging Engineering Technology (PET)
- xviii. Professional Aviation Flight Technology (PAFT)
- xix. Safety Management (SFTY)
- xx. Technology and Engineering Education (TEE)
- xxi. Textiles, Apparel and Merchandising (TAM)
- xxii. Unmanned Systems (UMS)

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## UNDERSTANDING THE ACADEMIC PROBATION PROCESS

Students who earn a cumulative GPA of less than 2.0 are placed on Academic Probation with the College of Technology and will be notified via email of this status. While on academic probation students will be limited to a maximum of 13 credit hours per semester. As a part of our policy, students are given a contract that outlines required steps when progressing through the academic probation program. The contract must be completed by the first week of the semester in which the student is in the probation process; completion of the contract does not dismiss you from the academic probation program. In order to successfully complete the academic probation process and earn good academic standing, students must meet a minimum cumulative GPA of 2.0. However, students who do not earn the minimum cumulative GPA requirement but earn a term GPA of 1.7 for freshmen, 2.0 for sophomores and 2.2 for juniors and seniors, will continue on academic probation. Moreover, students who do not meet the required term and cumulative GPA face possible academic dismissal from Indiana State University.

The academic probation program is designed to guide and support students toward academic good standing. However, it is the student's responsibility to put in the necessary effort to achieve success through the program. During this process students are required to reflect on their previous behaviors and identify maladaptive patterns to initiate change. Students will have the chance to identify resources needed for academic success. This is a process that many students go through and successfully emerge from but requires honesty, communication and optimism in yourself, your mentor and academic advisor.

## ACADEMIC DISMISSAL

Academic dismissal usually occurs after a student in the academic probation process earns a term GPA of less than 1.7 for freshmen, 2.0 for sophomores and 2.2 for juniors and seniors. However, the College of Technology's Dean can grant exceptions on an individual basis. Academically dismissed students should expect the following:

1. First dismissal, student cannot return to ISU for at least 1 semester (fall or spring).
2. Second dismissal, student cannot return to ISU for at least 1 year.
3. Third dismissal, student can no longer return to ISU.

## PROBATION LETTER & CONTRACT

Students will be asked to sign and complete a probation contract within the first week of the semester. The contract includes required steps for students to complete before the end of the semester. The purpose of this plan is to assist students in progressing toward good standing once again. The contract requires monthly meetings with an academic advisor and mentor, completing the Self-Assessment questionnaire and perusing the Academic Probation Program handbook, specifically the Campus Resources section.

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## STUDENT SELF-ASSESSMENT SURVEY

As part of the academic probation process, students will fill out an online self-assessment. The survey should be completed before the first meeting with academic advisor. This survey is designed to identify areas impacting student's semester grades and performance. It will allow students to recognize current obstacles to success and ask the student to make goals for future semesters. The purpose of the survey is for students to reflect and identify areas of concern, along with assisting the advisor and mentor in getting to know and supporting the student.

## MENTORING

The mentor program is designed to assist students on academic probation. Students are encouraged to meet with a mentor once a month during the semester, in addition to meeting with their academic advisor. Mentors will collaborate with students by addressing challenges, cultivating strengths, and directing students to available resources on campus. Meetings will be held in person or via zoom. Mentors can assist in areas of:

- i. Study Skills
- ii. Time Management Skills
- iii. Locate resources
- iv. School policy and regulations
- v. Organization skills
- vi. Planning strategies

## CAMPUS RESOURCES

It is important students have access and knowledge of campus resources. Below is a list of relevant campus resources:

- a. North American Lighting (NAL) Student Success Center
  - a. Purpose: Individual or group studying
  - b. Location: Located in John T. Myers Technology Center room TC 109
  - c. Hours: **Mon-Fri:** 8am-4:30pm
- b. ISU Writing Center
  - a. Purpose: Assistance in editing papers for grammar and mechanics in-person and online appointments
  - b. Location: Cunningham Library – 2<sup>nd</sup> floor southwest corner
  - c. Hours: **Mon-Thurs:** 10am-8pm **Fri:** 10am - 5pm **Sun:** 4pm-10pm
  - d. Phone: 812-237-2989
  - e. Email: [isu-writingcenter@indstate.edu](mailto:isu-writingcenter@indstate.edu)
- c. ISU Math Lab
  - a. Purpose: Serves students in lower division or quantitative math courses
  - b. Location: Root Hall Rm A009
  - c. Hours: **Mon:** 10am- 7pm **Tues:** 11am-4pm, 6-8pm **Wed:** 10am-4pm **Thurs:** 11am-4pm, 6pm-8pm **Fri:** 10am-2pm **Sun:** 2pm-6pm
  - d. Phone: 812-237-2130
  - e. Email: [ISU-MathLab@indstate.edu](mailto:ISU-MathLab@indstate.edu)
- d. University Student Counseling Center
  - a. Purpose: Counseling services for all registered ISU students
  - b. Location: 2<sup>nd</sup> floor Gillum Hall
  - c. Hours: **Mon-Thurs:** 8am-5pm; **Fri:** 8am-4:30pm.
  - d. Phone: 812-237-3939
- e. Accessibility Resources Office
  - a. Purpose: Discuss or request accommodations
  - b. Location: Normal Hall – 1<sup>st</sup> floor
  - c. Hours: **Mon-Fri:** 8am - 4.30pm.
  - d. Phone 812-237-2700
  - e. Email: [isu-dss@indstate.edu](mailto:isu-dss@indstate.edu)
- f. Dean of Students
  - a. Purpose: Absence notification and resources in times of personal and/or family crises and medical emergencies
  - b. Location: Hulman Memorial Student Union Room 808
  - c. Hours: **Mon-Fri:** 8am - 4:30pm.
  - d. Phone: 812-237-3829
- g. Academic calendar for information on upcoming class drop deadlines for each semester: <https://www.indstate.edu/academic-affairs/academic-calendar>

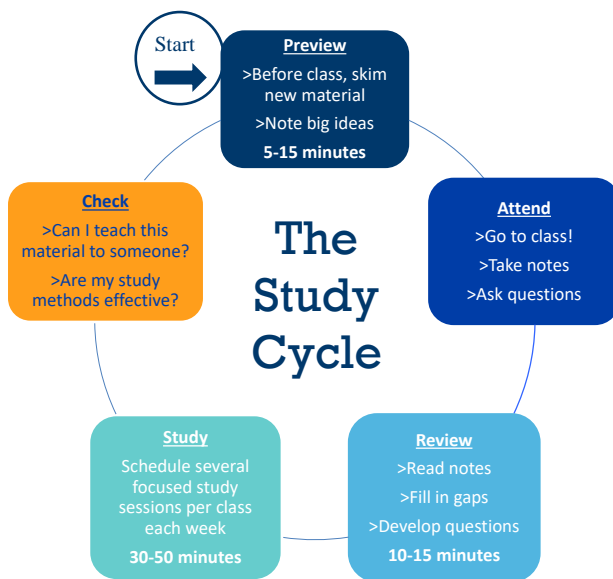
## ROLE OF ADVISOR

The primary purpose of the academic advisor is to assist students in the development of meaningful educational plans compatible with the attainment of their life goals. The advisor serves as a facilitator of communication, a source of accurate information, a coordinator of academic planning, an assistant in helping students solve academic problems, and an agent of referral to other professionals and campus resources. Academic advising is an interactive process in which students and advisors share responsibilities.

## STUDY TIPS

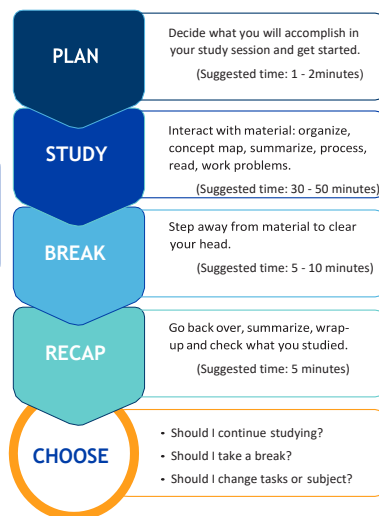
### The Study Cycle

Use the Study Cycle to improve your study techniques and ability to remember information. To learn more about how the study cycle works, visit: <https://youtu.be/6vEWBnlqxcg>



### Focused Study Sessions

Focused Study Sessions (FSS) work with the way your brain learns best: in short, focused increments. Schedule several focused study sessions per class each week.



# 10 Tips for Time Management

1

## Make class time your best study time.

- No time to read the whole assignment - at least skim it
- Review notes from previous class
- Listen attentively
- Paraphrase what the professor says in your own words

3

## Make a weekly schedule

- Once per semester, make a schedule of your week with all classes, work, and extracurricular activities. Include time for cleaning your space, sleeping and eating, and open space to fit in activities as they come up
- Schedule study time - two hours of study per hour of class

5

## Make a semester calendar.

- Wall or desk calendar for major exams, due dates and meetings
- Pocket calendar - reminder of classes, appointments, meetings, errands

7

## Concentrate on one thing at a time.

- Be active in what you are doing at that time
- Plan and take study breaks, study 30-40 minutes with 5-10 minute breaks

9

## Set deadlines and reward yourself for meeting them

2

## Make a daily list.

- Prioritize your tasks
- Keep it short (5-6 items, both academic and personal)
- Set small, specific goals (i.e. read 5 pages from your Psychology chapter)

4

## Use your daylight hours

- Find a quiet place on campus to study
- Ease yourself into materials by pre-reading first
- Set up blocks of time for studying
- Use time in between classes
- Review notes right before and right after class
- Memorize important terms
- Make a list of what needs to get done

6

## Don't procrastinate.

- Don't let questions about material accumulate
- Instead of trying to get it perfect - just do it

8

## Use your weekly schedule.

Learn to say "NO"

10

## Be realistic in your expectations of yourself



## FREQUENTLY ASKED QUESTIONS (FAQ)?

- **What does "academic probation" mean?**  
Students who earn a cumulative GPA of less than 2.0 are placed on Academic Probation.
- **How does academic probation affect me?**  
Students will be limited to a maximum of 13 credit hours per fall or spring semester. Students must regain good academic standing in order to graduate, since a 2.0 minimum cumulative grade point-average is required for graduation. Students who receive scholarships or financial aid should consult with the Office of Student Financial Aid to determine if probationary status will affect your financial aid package.
- **How do I return to academic good standing?**  
Once your cumulative GPA reaches minimum 2.0, you will no longer be on academic probation but will return to academic good standing. You can raise your GPA the quickest way by retaking previously failed courses at Indiana State University.
- **Can I still receive financial aid and scholarships while I am on academic probation?**



While students on probation are generally eligible to receive financial aid and scholarships, you will need to consult with the Office of Student Financial Aid to determine if probationary status will affect your financial aid package. Factors such as satisfactory academic progress toward your degree will be taken into consideration while some scholarships also have minimum GPA requirements. Contact the Office of Student Financial Aid at 812-237-2215 or the University Scholarship Office at 800-GO-TO-ISU with specific questions.

- **Are there any important dates on the Academic calendar that I need to be aware of?**

Yes. It is very important to pay close attention to the various add/drop deadlines for courses. You can refer to the following link from the Office of Registration and Records page for the current semester Refund and Withdrawal Schedule: <https://www.indstate.edu/registrar>