

Academic Probation Procedures – College of Liberal Arts

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If your Marshall GPA or Overall GPA (if you have transfer credits) falls below a 2.0, you will be placed on Academic Probation.

How do I find out if I'm on probation and what does this mean?

The College of Liberal Arts will notify you that you are on academic probation **by mail** at the end of the semester in which your GPA falls below a 2.0. Please read this letter carefully as it details the exact reason for your probation, the privileges you lose, and the obligations you have until you raise your GPA above a 2.0.

Privileges you now lose while on probation:

- **The ability to register online.** You now will have an Academic Obligation Hold on your account. This means that you can now only register in person at the Registrar's Office and you must have the Associate Dean approve your choice of classes on a form called an Academic Improvement Plan (AIP).
- **The ability to register for more than 15 credit hours.** 15 hours is the maximum number of hours for which you may register while on probation. In certain cases, you may only be allowed to register for 12.

Obligations you now have while on probation:

- **Check your Marshall email regularly.** Dr. Warner can only use your Marshall account to communicate with you. She will send important information and reminders to your Marshall account.
- **Meet with Associate Dean regarding all course scheduling matters.** While you are on probation, all adds, drops and other course changes must have the approval of Dr. Warner.

What should I do when I first find out that I am on probation?

The first thing you should do is call 304-696-2350 to make an appointment to see Dr. Warner, the Associate Dean, in 107 Old Main. Your probation letter will let you know the dates by which you must talk with her.

If you have already registered for classes for the next semester, you and she will discuss them and fill out your probation paperwork, which is called an Academic

Improvement Plan (AIP). If you have not yet registered for the next semester, you cannot register for classes without making an appointment to see her because of the Academic Obligation Hold on your account.

How, then, do I register when I am on probation? I have an Academic Obligation Hold that will not allow me to register without the permission of the Associate Dean.

Advance registration for the spring semester occurs in November and advance registration for the summer and fall semesters occurs in April. Although you can register for classes later than that, many classes will be closed and you will have to schedule classes on days and times that may not be your preference. Therefore, you should register during the advance registration times if you are eligible. Dr. Warner will send reminder emails to your Marshall email account in the months and weeks leading up to registration with the specific dates. This way you can plan ahead and get the best possible schedule for you.

To register when you are on academic probation:

- (1) **Check out course listing for the next semester:** The course listing for the next semester is usually ready about 2 weeks before the beginning of the advance registration period. For advance registration dates for every semester, see Marshall's Academic Calendar: <http://www.marshall.edu/calendar/academic/>
- (2) **Find out when you are eligible to register for classes:** Seniors and others with special privileges (athletes, Honors students, students in the HELP program, etc.) register first, then juniors, sophomores, and freshmen. You can find out this information on the Registrar's Office website: <http://www.marshall.edu/registrar/>
- (3) **Make an appointment with your advisor:** At least one week before you are allowed to register, make an appointment and meet with your advisor in your major or with an advisor at the Academic Advising Center (first floor of Laidley) if you are Undecided (<http://www.marshall.edu/uc/ac.shtml>). Your advisor will help you pick classes that will fulfill your requirements, discuss the major with you, and talk to you about what you will do after you graduate. You can find the name of your advisor in MyMU or by calling the College of Liberal Arts Office (304-696-2350)
- (4) **Make an appointment (304-696-2350) with Dr. Warner:** After you meet with your advisor, make an appointment (304-696-2350) to meet with Dr. Warner in 107 Old Main. Because you now have an Academic Obligation Hold, you cannot register without meeting with her. At your meeting with her, you will go over graduation requirements, discuss the classes you and your advisor selected,

discuss ways you can improve your academic performance, and complete your Academic Improvement Plan (AIP). Then you can register. The meeting will take approximately 30 minutes.

- (5) **If you need to make changes to your schedule:** If you need to make any changes in your schedule, you will need Dr. Warner's approval.

Scheduling an appointment with Dr. Warner

- **During the advance registration period in November and April or the week before/first week of each semester:** Dr. Warner meets with students by appointment only. Therefore, you should make an appointment (304-696-2350) to make sure you will be able to meet with her. You can just stop by the 107 Old Main, but during these peak times, it is rare that Dr. Warner will be able to see students without an appointment.
- **All other times:** Your chances of meeting with Dr. Warner without an appointment are much better, but it is still in your best interest to make an appointment (304-696-2350) to be sure that she will be able to meet with you and you won't waste a trip to Old Main.

How do I find out if I am off probation and what does this mean?

The College of Liberal Arts will notify you that you are off academic probation **by mail** at the end of the semester in which your (Marshall and/or Overall) GPA rises above a 2.0. Congratulations! This means that you are now in good standing and can now register online, for the classes you want, when you want. However, please feel free to get in touch with Dr. Warner with any questions you might have about policies and scheduling.

I'm having some trouble. Where are some places on campus that Marshall students can go to for help?

Career Services: <http://www.marshall.edu/career-services/>

Center for African American Students' Programs:

<http://www.marshall.edu/caas/services.html>

Child Development Academy (provides child care for Marshall students):

<http://www.marshall.edu/cda/about/>

Commuter Students: <http://www.marshall.edu/studentaffairs/commuters.htm>

Computing Services: <http://www.marshall.edu/ucs/students.asp>

Counseling Center: <http://www.marshall.edu/counseling/>

Disabled Student Services: <http://www.marshall.edu/disabled/>

H.E.L.P Program: <http://www.marshall.edu/help/>
Judicial Affairs: <http://www.marshall.edu/judicial-affairs/>
Lesbian-Gay-Bisexual-Transgender Outreach Office:
<http://www.marshall.edu/lgbo/>
Medical Withdrawal Policy: <http://www.marshall.edu/student-affairs/Medical%20Withdrawl.pdf>
Multicultural Affairs: <http://www.marshall.edu/mcip/>
MU Online: <http://www.marshall.edu/muonline/>
Psychology Clinic: <http://www.marshall.edu/psych/clinic.htm#Services>
Student Affairs: <http://www.marshall.edu/student-affairs/problems.htm>
Student Health: <http://www.marshall.edu/student-affairs/studenthealth.htm>
Student Legal Aid: <http://www.marshall.edu/student-legal-aid/>
Tutoring Services: <http://www.marshall.edu/uc/ts.shtm>
University Excused Absence Policy: <http://www.marshall.edu/student-affairs/absence.htm>
Women's Center: <http://www.marshall.edu/wcenter/>
Writing Center: <http://www.marshall.edu/english/writingcenter/>

And please feel free to stop in, call or email Dr. Warner or any of the College of Liberal Arts staff with any questions. If we can't help you directly, we can help you find out who can.