

December 20, 2011

**IMPORTANT!!
RETURN BY JANUARY 9, 2012**

Dr. Molly Mott
Vice President for Student Affairs/
Dean of Academic Services and Retention
SUNY College of Technology
Canton, New York 13617

Dear Dr. Mott,

I accept the opportunity to register for the Spring 2012 semester under the **Academic Probation** program. I understand it is my responsibility to complete the requirements for this program as listed below. I realize that failure to meet **ANY** of the requirements may result in my being **immediately suspended from the college**. Questions regarding your status of “academic probation” should be directed to your Academic Dean.

Academic Probation program requirements: **PLEASE READ CAREFULLY!**

- **Return this contract to Dr. Mott by MONDAY, JANUARY 9, 2012, in order to be eligible to register for the Spring 2012 semester.** You can mail your contract to the above address, fax to (315)386-7447 or scan and e-mail to livingsj@canton.edu.
- Attend meeting on **Tuesday, January 24, at 8 am OR Friday, January 27, at 12 Noon** in Kingston Theater. **You CANNOT skip this meeting.** If you have a serious conflict, contact this office at (315)386-7425 to make alternate arrangements. If you arrive late to the meeting, you will not be admitted.
- Return completed, signed advising checklist by **Thursday, February 3, at 4 pm.**
- Attend **ALL** class meetings and fulfill **ALL** class requirements and participation expectations.
- Based on your cumulative grade point average (GPA), you are assigned to an Intervention Level. Each Intervention Level has specific requirements that you must meet to remain on academic probation:
 - Low Intervention Level (GPA 1.8 and up)
 - Meet with your academic advisor
 - Attend a tutoring lab for a minimum of three (3) hours per week (info. to be given at Mandatory Meeting)
 - Medium Intervention Level (GPA 1.26-1.799)
 - Meet with your academic advisor
 - Attend a tutoring lab for a minimum of three (3) hours per week
 - Attend at least **two** sessions of Smart Steps programming, with “Probation Essentials” being mandatory (information to be given at Mandatory Meeting)
 - High Intervention Level (GPA 0.0-1.25)
 - Meet with your academic advisor
 - Attend a tutoring lab for a minimum of three (3) hours per week
 - Attend at least **two** sessions of Smart Steps programming, with “Probation Essentials” being mandatory (information to be given at Mandatory Meeting)
 - Meet weekly with assigned Probation Mentor (Cook Hall 109) regarding your academic progress

I further understand I need to contact the Financial Aid Office to determine my eligibility to continue to receive financial assistance.

Reminder: You are restricted to taking **12 credit hours this semester (15 cr. hrs. for Canino School of Engineering Tech.)**. Exceptions must be approved by your Academic Dean. Contact your Academic Dean’s office to make an appropriate schedule.

Signature
Student Name (printed) _____
Student ID Number 80 - - _____
Curriculum/Major _____

Date

***CONTRACTS RECEIVED AFTER JANUARY 9, 2012, WILL NOT BE ACCEPTED!**