May 16, 2016

Subject: Academic Recovery

Dear Student:

SUNY Canton wants every student to succeed academically. Our records indicate that you have not achieved a minimum grade point average or have failed to meet the required number of credits necessary to continue your academic studies. We are offering you an opportunity to remain a student at SUNY Canton and recover from your academic difficulty through our Academic Recovery Program (ARP).

Academic Recovery provides students with support and services that will help them perform to the best of their abilities and achieve future academic success. The program includes mandatory meetings with academic advisors and participation in tutoring and academic workshops. Participation in ARP is a requirement of your enrollment for fall 2016.

To accept this opportunity, please complete the following two things:

☐ Read, sign, and return the attached contract by Monday, June 6, 2016.  
☐ Contracts received after June 6th will not be accepted.

☐ Contact your Academic Dean’s Office (see below for contact information) to verify that your fall semester class schedule is appropriate for your academic standing on or before Monday, June 6 – Friday, June 10, 2016.

You may mail, fax, or scan & email your contract to:

Office of the Dean of Academic Support Services  
MacArthur Hall 604  
34 Cornell Drive, Canton, NY 13617  
Fax: (315) 386-7447 • E-mail: livingsj@canton.edu

If there is anything you do not understand about your academic status or requirements, please contact me by phone at (315) 386-7425 or by email at livingsj@canton.edu.

Sincerely,

Dr. Molly A. Mott  
Dean of Academic Support Services
Academic Deans:

Canino School of Engineering Technology: Mr. Michael Newtown, Interim Dean
Office Location: Nevaldine Hall North 105
Phone: (315) 386-7411

School of Business & Liberal Arts: Dr. Jondavid DeLong, Dean
Office Location: MacArthur Hall 414
Phone: (315) 386-7328

School of Science, Health & Criminal Justice: Dr. Kenneth Erickson, Interim Dean
Office Location: Cook Hall 125
Phone: (315) 386-7401
IMPORTANT!!! This contract MUST be returned by June 6th, 2016! Contracts received after June 6th WILL NOT BE ACCEPTED!

ACADEMIC RECOVERY PROGRAM REQUIREMENTS

1) Return this contract to Dr. Molly Mott, Dean of Academic Support Services, by **MONDAY, JUNE 6, 2016**, in order to be eligible to register for the Fall 2016 semester. Contracts can be mailed, faxed, or scanned and emailed to the address at the bottom of this contract.

2) Contact your Academic Dean’s office to verify that your fall semester class schedule is appropriate for your academic standing on or before **MONDAY, JUNE 6 - FRIDAY, JUNE 10, 2016**. 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.

   **Academic Deans:**
   - Engineering Technology: Mr. Michael Newtown, Nevaldine Hall North 105, phone (315) 386-7411
   - Business & Liberal Arts: Dr. Jondavid DeLong, MacArthur Hall 414, phone (315) 386-7328
   - Science, Health & Criminal Justice: Dr. Kenneth Erickson, Cook Hall 125, phone (315) 386-7401

3) Attend a **MANDATORY Meeting** in the Miller Campus Center Kingston Theater on:
   - **Tuesday, August 30, at 12 Noon OR**
   - **Wednesday, August 31, at 4 pm OR**
   - **Friday, September 2, at 10 am**

   Students who arrive late to the meeting will not be admitted.

4) Return a completed, signed Advising Checklist by **Friday, September 9, at 12 Noon**. You will receive the Advising Checklist at the Mandatory Meeting.

5) Attend **ALL** class meetings and fulfill **ALL** class requirements and participation expectations.

6) 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 Recovery (see table below):

<table>
<thead>
<tr>
<th>LOW Intervention Level</th>
<th>HIGH Intervention Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>(cumulative GPA 1.8 and up)</td>
<td>(cumulative GPA 0.00 to 1.79)</td>
</tr>
<tr>
<td>1 Meet with your Academic Advisor</td>
<td>1 Meet with your Academic Advisor</td>
</tr>
<tr>
<td>2 Attend a Tutoring Lab for a minimum of three (3) hours per week</td>
<td>2 Attend a Tutoring Lab for a minimum of six (6) hours per week</td>
</tr>
<tr>
<td>3 Attend two (2) sessions of Smart Steps programming, with “Program Essentials” session being Mandatory</td>
<td>3 Attend four (4) sessions of Smart Steps programming, with “Program Essentials” session being Mandatory</td>
</tr>
</tbody>
</table>

**ADDITIONAL REQUIREMENTS OF ACADEMIC RECOVERY:**

- **You MUST** be registered for college and have a class schedule by the last date to register (**Wednesday, August 31, 2016**).
- **If ALL of your classes will be ONLINE**, please contact the Office of the Dean of Academic Support Services immediately at (315) 386-7425.
- **If you have been placed on EOP Academic Jeopardy/Probation**, you must also meet that program’s responsibilities to continue as an EOP student.
- In addition, it will be necessary for you to contact the **Financial Aid Office** at (315) 386-7616 to determine your eligibility for continued receipt of financial assistance.
- **You are responsible** for following the rules in the Code of Student Conduct in the Student Handbook (http://www.canton.edu/student_affairs/pdf/handbook.pdf).

*If at any time while participating in the ARP, a student fails to complete the specified requirements, he/she may be suspended from the College.*

ACADEMIC RECOVERY ACCEPTANCE

I accept the opportunity to register for the Fall 2016 semester under the Academic Recovery program. I understand that it is **my responsibility** to complete the requirements for this program as listed above.

Student Name: (print) ___________________________ Student Signature ___________________________

ID Number: ___________________________ Date ___________________________

Major: ___________________________

Return Completed Contracts To (mail, fax, or scan & email):
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