ACADEMIC SUCCESS AT UCF
College of Arts and Humanities Student Advising
ACADEMIC STANDING

Academic Probation

- Academic Probation is the action taken when a student’s UCF cumulative GPA falls below a 2.0.
- The UCF cumulative GPA must reach a 2.0 or better before the student can be removed from Academic Probation.
- Once placed on academic probation, you must earn at least a 2.0 GPA in each subsequent semester until you are removed from probation. Failure to meet the minimum 2.0 semester GPA will result in disqualification from the University.
- Readmission to UCF is not automatic and the disqualified student will need to apply for readmission to UCF after sitting out a minimum of two consecutive semesters.
- Additional information regarding academic standing can be found in the UCF catalog: [http://www.catalog.sdes.ucf.edu/](http://www.catalog.sdes.ucf.edu/).
- Students can check their academic standing through the MyUCF portal. Please visit [www.my.ucf.edu](http://www.my.ucf.edu) > student service center > grades/academic standing.
WITHDRAWAL POLICY

What is the policy?

Students may withdraw from a class and receive “W” on their record until the date noted on the academic calendar. Students who withdraw from a course are still fee liable. A student is not automatically withdrawn from a class for not attending, nor can an instructor withdraw a student from a class. The student must withdraw from the course on the My UCF Portal.

Why should I withdraw?

Students should be aware of their progress in each course at all times. If one of the courses is not going well you may want to consider withdrawing from a course. Please contact CAHSA if you have questions about this policy or if you are considering withdrawing from a course.
GRADE FORGIVENESS

What is Grade Forgiveness?
Grade Forgiveness offers a student the opportunity to retake a course and earn a second grade that will be substituted for the previous grade. Students must apply for grade forgiveness before the withdrawal deadline in the semester in which you are repeating the course. See the undergraduate catalog for additional information.

How many times can I request a Grade Forgiveness?
UCF allows two grade forgiveness attempts over your academic career unless you exceeded that number as part of the AA degree in which case all attempts are accepted but no additional attempts are allowed. UCF only allows grade forgiveness for courses originally taken and repeated at UCF. You may only attempt to grade forgive a course once and the second grade will replace the original grade regardless of whether or not the grade is an improvement.

Where can I find the Grade Forgiveness request?
www.my.ucf.edu < student self service < academic history < apply for grade forgiveness

Who can help me determine if I have any available?
CAHSA and the UCF Registrar’s Office can assist you in determining if you have any opportunities available.
IMPORTANT THINGS TO CONSIDER

- Assess the factors that contributed to your Academic Standing.

  Was it a lack of motivation? Were you ill-prepared for your classes? Are you working too much? Did other factors play a part in your performance? If the factors that contributed to your prior performance are still impacting your life, you need to think carefully about the number of credit hours that you are taking. Maybe consider taking a semester off to address the situation. Do not expect different results this semester if nothing has changed.

- Do you have the motivation to improve your Academic Standing?

  Are you motivated and determined to improve your GPA? Are you motivated and determined to obtain your degree? Are you following through by studying sufficient and producing quality work? If motivation was an issue in previous semesters you need to modify your behavior to be successful. Start the semester by attending ALL of your courses, see your instructors during their office hours, utilize campus resources.
Knowing where you stand

How are classes going this semester?

It is critical to know where you stand in each course you are taking throughout the semester. Make sure that you have a complete understanding of your course syllabus and the breakdown of grades. If you are having difficulty in a course make sure that you are speaking to your instructor. If you feel like you are struggling in a course, please contact CAHSA immediately. We can assist you in finding academic resources on campus.

Know where to go for assistance

There are resources available to all students. If you are having difficulties make sure that you are reaching out for assistance. Resources include: your instructors, CAHSA, the Student Academic Resource Center, Student Disability Services, the Counseling Center, Career Services, the University Writing Center, the Math Lab, and many more based on your needs.
CAMPUS RESOURCES

Career Services
(407) 823-2361  www.career.ucf.edu
Sponsors expos and fairs, weekly career planning classes, and hosts employer recruiting visits. Online resume system and career counselors available. Provides information on occupational outlook for various careers.

Counseling Center
(407) 823-2811  www.counseling.sdes.ucf.edu
Provides psychological and academic testing. Mental health counselors and test administrators help students explore and resolve issues of concern.

Faculty Advisors  Department of your major
Course planning, understanding degree requirements, ensure that you are on track for graduation, and discuss career options.

Math Lab
(407) 823-3489  www.math.ucf.edu/~mathlab/
Assists students who are experiencing difficulty in math.
CAMPUS RESOURCES

Student Academic Resource Center (SARC)
(407) 823-5130  www.sarc.sdes.ucf.edu
Provides academic support programs that include instruction, tutoring, and academic advising. SARC offers time management, note taking, test taking, memory, and test anxiety workshops. They also offer a wide variety of online resources for students.

Student Disability Services
(407) 823-2371  www.sds.sdes.ucf.edu
Provides information and individualized services for students with documented disabilities. Services may include assistance with classroom accommodations, assistance with registration, disabled parking decals, counseling and referral to campus or community resources.

University Writing Center
(407) 823-2197  www.uwc.ucf.edu
Assists students who need additional help with their college-level writing skills.
YOUR RESPONSIBILITIES THIS TERM

- You must earn at least a 2.0 term GPA this semester.
- You will be aware of university policies and procedures.
- You must successfully complete all probation advising requirements with the College of Arts and Humanities.
- You will know where you stand at all times in each course.
- You will be aware of university deadlines.
- You will register for the classes that you discussed with your major advisor when you are eligible for enrollment. Make sure that you enroll as early as possible.
CAHSA

Location
Colbourn Hall, Room 201

Hours of Operation
Monday-Thursday: 8:00-12:30 and 1:30-5:00
Friday: 8:00-12:30

Contact
Email: cahsa@ucf.edu
Telephone: (407) 823-3312
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