



Preparing for Your Subject to Dismissal Appointment

This document is to help prepare you for your appointment with an academic advisor in the College of Agricultural and Environmental Sciences Dean's Office regarding your dismissal status. It is to your benefit to read this document in its entirety. If you must cancel or reschedule your appointment you must call our office as soon as possible. Failure to do so in a timely manner may result in automatic dismissal.

Prior to your appointment:

*****While you are waiting for your appointment you should continue to attend your courses**

- Consider adjusting your class schedule to reflect a reasonable and appropriate course load
 - For example, if you received a D or F grade in a series course (Ex. MAT 16A, 16B), you should not be enrolled in the next course in the series.
 - Have you met the prerequisites for the courses you are currently enrolled in? (Check the UC Davis Catalog – accessible at www.registrar.ucdavis.edu)
 - Meet with your major or intended major advisor to create/ update your academic plan.
 - If you are not demonstrating success in your current academic direction, you may want to adjust your schedule to reflect a viable major.
- Explore academic advising information and resources through the major department website(s) and/ or seeking advising from your intended major(s) as time allows.
- NOTE: While you are not in good qualitative (GPA) academic standing you are not eligible to change your grading mode to P/NP in a letter graded course. You may take courses that are only offered in P/NP grading mode (for example: PHE courses, seminars, internships or research units etc.)

Reflect and prepare to discuss the following:

- **Realistically assess your academic goals.** Do you have the ability and motivation needed to succeed in your desired major? If so, what will best prepare you? Perhaps some time away from UC Davis may be useful. For example, taking the necessary preparatory work at a community college, do an internship to make sure this is the field of study for you, and/or take time off to take care of personal issues preventing you from succeeding in your coursework. If your intended major is not the best fit, talk with your academic advisor about ways to explore various majors during your time away from UC Davis.
- **Consider your mental and physical health.** Are you well enough to continue? Your health and well-being is #1. Think about what things have been affecting your progress and be open to using campus resources to support your overall well-being. For example, counseling and related services, time management/ study skills workshops, and/or taking a PHE class or committing to healthy living in other ways. If you are not ready to address these circumstances the issues may continue to arise or worsen. Taking time off from school may be necessary to focus on making this personal evaluation, changes and/or commitments to be the very best **YOU** you can be.

- **Be ready to make specific changes.** Are you ready to make significant and specific changes to positively impact your academics? Many students tell us that they will simply “try harder” if they are continued. We are looking for specific actions you will take to facilitate your academic success such as:
 - seeking and following the advising received from campus resources
 - correcting any basic academic deficiencies (ex. repeating calculus)
 - enrolling in fewer units (ex. 14 units rather than 19)
 - working fewer hours at your job and/or taking out student loans
 - changing your living environment (ex. not living with noisy people, moving closer to Davis)
 - changing your time management methods (ex. not staying up late, attending a time management workshop)
 - committing to using campus resources to support your success

During Your Dismissal Counseling Appointment

The purpose of the appointment is to determine if continued enrollment is the best academic option. We will:

- Review your cumulative academic progress and clarify academic policy as it pertains to your academic status.
- Discuss factors that may have affected your academic progress (Ex. illness, employment, family responsibilities, transition to new environment, etc.).
- Create a reasonable and realistic plan for you to return to good academic standing in the qualitative (grades) and quantitative (units/ minimum progress) requirements as soon as possible. This could still mean dismissal is the best option for this to happen.
- Identify on campus or off campus resources and services that can support your academic success.

Through this review you may choose to accept your dismissal or the Dean’s Office may dismiss you as a result of your cumulative academic progress. We will discuss options to prepare you to return to UC Davis in the future. This process is referred to as Readmission. We will establish your readmission conditions during your appointment. Refer to the Leaving UC Davis sheet for more information. This form is available at the CAES Dean's Office and online at: <http://tinyurl.com/leavingUCD-CAES-FL17>

If you are approved to continue enrollment for the current term you will be provided a “contract” which will itemize academic expectations and campus resources. It is your responsibility to follow the terms and conditions of this agreement. **If at any time circumstances arise that may prevent you from fulfilling this contract you are advised to notify our office immediately.**

Remember, we are here to support you in your academic success. Though this may be a difficult time, we are here to discuss your options and help you reach your goals. Sometimes achieving your goals may not look like what you envisioned, but we will work with you to create a path to your academic success.

If you are in distress regarding your circumstances, you are encouraged to seek support from the Student Health and Counseling Services on the first floor of the Student Health and Wellness Center. Their office can be reached at (530) 752-2349 – support is available 24 hours a day.

Probation and Dismissal policy: <http://catalog.ucdavis.edu/academicinfo/dismiss.html>

To schedule an appointment with an academic advisor: <https://appointments.ucdavis.edu>.

From the first drop down menu be sure to select “College of Agricultural & Environmental Sciences Dean’s Office”. If it will be an extreme hardship to attend your appointment in person you indicate a “phone appointment” when scheduling your appointment. If you have challenges scheduling an appointment or have questions about this document, call our office at (530) 752-0108. **If you must cancel or reschedule your appointment you must call our office as soon as possible. Failure to do so in a timely manner may result in automatic dismissal.**