



Preparing for Your Subject to Dismissal Appointment

UNDERGRADUATE ACADEMIC PROGRAMS (UAP) DEAN'S OFFICE

COLLEGE OF AGRICULTURAL & ENVIRONMENTAL SCIENCES

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This document is to help prepare you for your appointment with an Undergraduate Academic Programs (UAP) Dean's Office staff advisor regarding your subject to dismissal status. It is to your benefit to read this document in its entirety. **If you must cancel or reschedule your appointment, you must contact our office as soon as possible.** Failure to meet with the UAP Dean's Office by the required deadline may result in an 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 <https://ucdavis.pubs.curricunet.com/Catalog/>)
 - 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: If you are not in good academic standing based on your grade point average (GPA), 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.). Consult with the UAP Dean's Office on grading mode options because there may be some flexibility with this policy.

Reflect and prepare to discuss the following:

- **Realistically assess your academic goals.** Are you making progress in your major? Do you have the 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 you have not been demonstrating progress in your intended major, talk with your UAP Dean's Office staff advisor about ways to explore various majors during your time away from UC Davis. Consider your long-term goals and discuss with advising resources how alternate majors could still support your long-term goals.
- **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. Are you open to using campus resources to support your overall well-being? Are there other resources that you could explore to help you with your wellness? For example, counseling and related services, time management/learning strategies 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** 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. You will want to consider specific actions to facilitate your academic success such as:
 - seeking and following the advising received from campus resources
 - correcting any academic deficiencies (eg. repeating course work needed)
 - enrolling in fewer units (eg. 14 units rather than 19)
 - working fewer hours at your job and/or taking out student loans in order to decrease work hours
 - changing your living environment (eg. not living with noisy people, moving closer to Davis)
 - changing your time management methods (eg. not staying up late, attending a time management workshop, meeting with a Success Coach)
 - committing to using campus resources to support your success (eg. Office hours with your professors and/or TAs, utilizing the tutors and specialists in AATC)

During your Subject to Dismissal advising 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.
- Explore what may have affected your academic progress (Ex. illness, employment, family responsibilities, transition to new environment, learning strategies, extracurricular activities, etc.).
- Create a reasonable and realistic plan for you to return to good academic standing for your grades and for your units for minimum progress 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.

If a dismissal is recommended following your discussion with your academic advisor, there is an opportunity to have this decision reviewed by the UAP Dean’s Office Academic Advising Committee. You can ask more about this during your advising appointment. We will also 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 online at: tinyurl.com/leavingUCDCAES-W22

If you are approved to continue enrollment for the current term you will be provided with "Conditions for Continuation" which are academic expectations that will itemize specific academic and personal goals as well as campus resource referrals. It is your responsibility to follow the conditions of this agreement. **If at any time circumstances arise that may prevent you from fulfilling your academic expectations from your Conditions for Continuation, you are advised to notify our office immediately so we can provide you with support and discuss next best steps.**

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. You can find their contact information at: <https://shcs.ucdavis.edu/about/contact>

Probation and Dismissal policy: <https://registrar.ucdavis.edu/records/transcripts/academic-standing>

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 Staff Advisor”. If it will be an extreme hardship to attend your appointment via Zoom, you can indicate a “phone appointment” when scheduling your appointment. If you have challenges scheduling an appointment or have questions about this document, email us at caesadvising@ucdavis.edu. **If you must cancel or reschedule your appointment, you must contact our office as soon as possible. Failure to do so in a timely manner may result in automatic dismissal.**