



# Credit Advising (CAD) Hold Advising/Assessment Form

## Information for Students with Credit Advising Holds (CAD)

Students who fail to attain a minimum grade point average (gpa) of 2.000 for any semester will receive an Academic Warning which is placed on the student's permanent record. Students on Academic Warning whose cumulative gpa is below a 2.0 may also have a CAD hold, in which case they will be required to meet with an Advisor to be advised and to have the hold removed. Curricular students with a CAD hold must meet with an Advisor in the Academic School housing their program to be eligible to register. Prior to meeting with your advisor, fill out questions 1-3 of this form. If you are a non-curricular student on Academic Warning, you should meet with an advisor in the Success Center.

\*Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

What is your major? \_\_\_\_\_ \*What is your gpa? \_\_\_\_\_

\*Who is your Advisor? \_\_\_\_\_

What is your goal? \_\_\_\_\_ Transfer to a 4-year school (which school? \_\_\_\_\_ )

\_\_\_\_\_ Go straight into the job market (which job? \_\_\_\_\_ )

\*You can find this information in MyReynolds

1. What are the reasons (educational, personal, or professional) you were not successful in this/these class(es)? What (if anything) would you do differently?

\_\_\_\_\_  
\_\_\_\_\_

2. What is different now? Why is now a good time for you to return and be successful?

\_\_\_\_\_  
\_\_\_\_\_

3. Which of the following resources will you use/will be helpful to you?

\_\_\_\_ Tutoring      \_\_\_\_ Regular meeting with Professor      \_\_\_\_ Regular meeting with my Advisor

\_\_\_\_ Adjust work hours      \_\_\_\_ Center for Career, Transfer and Employment

Other \_\_\_\_\_

4. Discuss with your Advisor four (4) specific things you will do to be successful. One of these should include when/where/how many hours per week you will study.

\_\_\_\_\_  
\_\_\_\_\_

5. Courses recommended for the following semester: \_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hold removed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **For Advisors: Credit Advising (CAD) Hold Advising/Assessment Form**

**Purpose of Form:** This form may be used as the basis for a discussion between the student and the Advisor when a student is requesting to have a CAD hold removed.

“Students who are not in good academic standing will be required to meet with an academic advisor before registering for courses. Curricular students should meet with their academic advisor in their assigned program. Non-curricular students should meet with an academic advisor in one of the Student Success Centers. Students who are not in good standing may need to comply with educational plans that will assist them in achieving good academic standing”. (Per Policy 1-19)

A student will have a CAD hold when their cumulative gpa. drops below a 2.0. At that point, the curricular student (who is on Academic Warning) is directed to the school housing their program. (Note: students on probation or suspension should be directed to the Office of Retention Services).

### **The purposes of this policy are to:**

1. Initiate a conversation between the student and a content expert (ie: the School Advisor) concerning what it will take to be successful in that particular curriculum and why that is so.
2. Determine the courses which the student should take the following semester.
3. Remove the CAD hold so the student can then register.
4. Inform the student of the late withdrawal process if their answers to #1 lead the advisor to believe that they may have a documentable reason for requesting “W”s. Please let students know of the late withdrawal deadline for their respective semester.
5. Refer the student to Financial Aid if they have questions concerning their eligibility.
6. Make other referrals as may be deemed appropriate.

### **This form is intended to help the student determine :**

1. The issues which caused the problem and their responsibility in creating the situation.
2. The resolution of a problem or change that makes them ready to return and be successful.
3. The college resources which the student might use to be successful.

**The intent is that the student and Advisor will jointly create specific ideas of how to be successful. Some examples which might be appropriate in #4 on the form include:**

I will identify \_\_\_ hours a week when I will study in \_\_\_\_\_ (location).

I will get tutoring once a week in the following class(es) \_\_\_\_\_.

I will limit the number of credit hours I take to \_\_\_.

I will attend class, and will let my Instructor know in advance if I am unable to attend.

I will meet with my advisor and my Instructor at least twice during the semester.

I will find two people in my class with whom I can study.

**Usefulness:** This form can be used to create a paper trail of what was said. A copy should be given to the student, and the original filed within the division as documentation of the advising conference.