Deans' Council



لجامعة الاميركية في مادبا مجلس العمداء

Ref.: 100/24/1/1377

Date: Oct. 14, 2017

D.C Decision No. 13 / 5 / 2017-2018

The Deans' Council decided at its meeting No. (5) held on Oct. 4, 2017 to approve the Academic Probation and Remediation proposal and its forms as attached:

Prof. Nabil Ayoub

President and Council Chair



Deans' Council



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PROBATION should be followed by REMEDIATION

Academic Probation

If the cumulative grade point average in all faculty work falls below 60%, an undergraduate student is subject to academic probation. A student shall be removed from academic probation only when the cumulative grade point average in all faculty work is 60% or higher.

Remediation

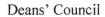
AUM requires each entering undergraduate to take the English Placement Test (EPT), Arabic Placement Test (APT) and the Computer literacy placement test (CLPT) prior to enrollment except those exempted in accordance with the bylaws and regulations of HEAC and AUM. These placement tests are not a condition for admission to AUM, but they should be in the near future a condition of enrollment. These examinations are designed to identify entering students who may need additional support in acquiring university entry-level English, Arabic and computer literacy skills. Undergraduate students who do not demonstrate university-level skills in English, in Arabic and in computer literacy will be placed in appropriate remedial programs and activities during the first term of their enrollment.

Students placed in remedial programs in either English, Arabic or computer literacy must complete all remediation in their first year of enrollment.

Goal: Remediation should stem from <u>EMPOWERING</u> Students on academic probation and build up their proactive agency.

Objectives: Each faculty needs to shoulder the following tasks:

- 1. To come up with the Intervention programs and involvement of academic support systems to help students on academic probation recover from their learning difficulties.
- 2. To have advisers fully implement the new intervention program that includes group tutoring, learning strategy seminars, counseling workshops and rigorous follow up on students' attendance.
- 3. To advocate for academic advisers to work closely with students on academic probation and to strive to understand the multitude of difficulties and barriers that may impede learning. This can be done by having student self-assess themselves to learn about the student's perception of why he or she faced academic difficulty and the goals and resources he or she would utilize to improve academic work.
- 4. To have advisers work with individual students to create more personal success plans and have ownership of his or her own education. This is attainable by having students write their learning outcomes (LO) along with their advisers to empower students to take an active role in the decisionmaking of their empowerment. The effectiveness of the (LO) should be measured and monitored through an on-going assessment
- 5. To have advisers leverage University resources to maximize the effect and efficiency of the intervention program.





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ACADEMIC PROBATION FOLLOW-UP FORM

Form Sequence Number	er:					
Student's Name:		ID #:				
Faculty:		Department:				
Date of Contact:		Advisor's Name:				
Semester/Year:	Fall	Spring				
Student's Status						
	Probation, first semester					
	Probation, second semest	er				
	Progress Probation (suspe	ension rescinded)				
9	Special Study Program					
	Other.					
Student's SGPA*	Credits Earned	Credits Attempted				
Student's CGPA**	Credits Earned	Credits Attempted				
Credits transferred:	<u> </u>					
Completion Rate: % of (credit hours courses completed / credit hours courses attempted)						
Please check reas academic advisor		her poor performance (mark all that apply) student with				
1		ronment				
2-	personal issues					
3-	lack of motivation					
4-	postponing study until last minute					
5	boredom, lack of interest					
6	poor study habits					
such products for each course semester	e taken in that semester and finally di	urse with the number of credit hours of that course, taking the sum of ividing the result by the total number of credit hours registered in that				
7	milar manner to that of the SGPA for all the courses taken so far in all the semesters of the degree program. learning difficulties					
8-	missed too many classes					
9-	distractions					
10-	poor time management					

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11 could not understand instructor
12 language barrier
13 Instructor's performance and conduct
14 Not understanding the Instructor
15 The course is difficult
16 Others, please indicate
II. AUM Policies
1- Is the student receiving any AUM financial aid? Yes No
2- Is the student aware of the AUM probation policy? Yes No
3- How many quality (grade) points (minimum) (Needed SGPA) must the student earn this current
semester to satisfy remediation requirements. ()***
III. What action steps will the student take to improve his/her academic status? Check all that apply)
1- go to Math Lab
2 go to Writing Lab
3 go to science/computers/relevant Lab
4 enroll in intervention programs of remediation
5 seek departmental tutoring
6 spend more time studying, particularly on the weekends and after class
7 join study group/session
8 seek social and behavioral advising
9 attend academic advancement workshops and seminars
10 go to class and take more efficient notes
11 cut-back on social activity
*** Needed SGPA= [60*(current credit hours registered + attempted credit hours)- (CGPA* attempted credit hours)]/ (current credit hours
registered).
12 watch less TV; and cut-back on other time wasting activities
13 attend summer school if necessary
14 others, please indicate
If student plans to go to remediation courses, what courses will he/she take? (Please explain procedure for
taking courses on campus)
coming coarses on compact
Student's Signature Date:
Academic Advisor Signature Date:





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AUM advisors: Please complete a separate follow-up form for each student to which you were assigned. Thank you for your time and help with advisement.

Advisor	r's First Name:
Advisor	's Last Name:
Advisor	's Email Address:
Advisor	's Skype Address:
Student	t's First Name:
Student	t's Last Name:
Follow	up type:
	Met with the student in person regularly
	Emailed the student
	No follow-up contacts made with the Student
	Other
Foilow-ı	up result:
	Met with student as scheduled
	Student did not show, successfully rescheduled and met with student
	Student did not show, was not able to reschedule or meet with student
	Student did not respond
	Other



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Remediation Plan for Students

Faculty:	Department:	Course Title:	Course Number:]	
Student Name:		GPA:		•	
ID:					
Semester/Year:	-				
Learning Outcome Number	Action	Tasks and Activities	Time Frame	Measurement and	Proof of Evidence
				Evaluation	(Box File number)