

# OUT THE DOOR IN FOUR

## GET BACK ON TRACK

### How do I know if I am off track?

Consult your *GriffAudit* regularly and engage in conversations with your academic advisor. Generally, students who have achieved *less than 15* degree-applicable credits each semester (30 per year) are off track for a four year graduation plan. Please note that select degrees require more than 120 credits and therefore may require more than 15 credits each semester to stay on track. Consult with your advisor and the College catalog for information regarding your chosen degree.

### What are some options to get back on track?

#### I. MEET WITH YOUR ADVISOR

Your associate dean and academic advisor can assist you with a plan for getting back on track. It is important to be properly advised so you can make the best decisions.

#### II. SUMMER COURSES

Canisius offers two summer sessions including a variety of core, elective and major courses during the summer months. Summer courses generally meet 2-3 days a week, depending on the course schedule, over five weeks. If you live outside the area, please consider our online course offerings.

#### Benefits of taking summer classes at Canisius rather than another institution:

- **Improve your GPA**

Credits, but not grades, transfer from other institutions. However, a minimum grade of C- is required to transfer credits. Students who earn a positive grade at Canisius will see that grade reflected in their cumulative GPA.

- **Repeat a Course**

Students who previously earned a poor grade in a course may be able to retake it for a better/passing grade. While both grades will remain on the transcript, the new grade will replace the old in the calculation, to help improve the GPA.

- **Course Content**

Course content at other institutions is not necessarily equivalent to that in courses at Canisius. For example, ACC 211 at another institution may not cover the content necessary to advance to ACC 212 at Canisius. Taking sequenced courses at Canisius assures that the content of the first course is directly related to that of the second course.

- **Avoid Transfer Credit Problems**

Not all courses may transfer back to Canisius. If you elect to attend another institution, seek prior approval from your associate dean and/or department chair. For specific information regarding this pre-approval process visit: [canisius.edu/student\\_advise/forms.asp](http://canisius.edu/student_advise/forms.asp)

#### III. INCREASE COURSE LOAD

Tuition is a standard rate for 12-18 credits. Therefore, a student can get back on track by taking up to 18 credits during an academic semester without being charged extra. This option is generally not recommended for freshmen, rising sophomores or students with a GPA below 2.5. Because this is a challenging option, we recommend you discuss it with your academic advisor.

#### IV. PASS/FAIL (*juniors and seniors only*)

Students who take an increased course load, in an attempt to get back on track, may want to consider the pass/fail program as a way to lighten the time demands of an extra course. This program is available for free elective courses only. For more information, visit: [canisius.edu/student\\_advise/forms.asp](http://canisius.edu/student_advise/forms.asp)

#### V. FIVE-YEAR PLAN

Planning to extend your graduation plan by an extra semester or year may be right for you. Be sure to consult with your financial aid counselor as there may be economic implications of which you should be aware.

**Use this form as a guide to help you and your advisor create a plan for Getting Back on Track**

- Step One:** Run and print a current *GriffAudit*
- Step Two:** Meet with your advisor to discuss options that are right for you
- Step Three:** Follow through on plan; adjust as necessary

Name	ID#	Advisor
Current Cumulative GPA	Completed Credits	When do you hope to graduate?

List courses you have failed: _____ _____ _____ _____	List any major courses that you must re-take as per your department requirements: _____ _____ _____ _____
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How many non-degree applicable credits do you have on your *GriffAudit* \_\_\_\_\_  
 If you have completed credits (passing grades) listed at the very bottom of your audit under the heading "the following courses do not fulfill any degree requirements," these credits do not count toward requirements for graduation because they are excess or because the required passing grade was not achieved. Subtract that number from your earned credits (listed at the top of your audit) to find out how many degree applicable credits you have completed.

**Advisor, please check options and/or services you have advised the student to consider.**

<input type="checkbox"/> Summer Course(s) at Canisius	<input type="checkbox"/> Increased Course Load
<input type="checkbox"/> Summer Course(s) at another Institution	<input type="checkbox"/> Tutoring/Supplemental Instruction
List Institution: _____	<input type="checkbox"/> Career Center
<input type="checkbox"/> Pass/Fail	<input type="checkbox"/> Meet with Associate Dean
<input type="checkbox"/> Five year plan	<input type="checkbox"/> Meet with Department Chair

Use the space below to map out specific semesters with specific courses. Indicate re-peat courses by placing an "R" next to them.

Semester: <u>Spring 2010</u> 1. <u>FYS 101 (R)</u> 4. <u>MAT 106</u> 2. <u>ECO 101</u> 5. <u>FAH 101</u> 3. <u>HIS 123</u> 6. _____	Semester: _____ 1. _____    4. _____ 2. _____    5. _____ 3. _____    6. _____	Semester: _____ 1. _____    4. _____ 2. _____    5. _____ 3. _____    6. _____
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Advisor's Signature \_\_\_\_\_ Student's Signature \_\_\_\_\_