Dear <student name>,

Your semester grades have posted, and you can now see them in SOAR. I’m writing you today because your grades have placed you on **academic probation continued**, and I want to give you directions for **how to remove this hold on your SOAR account** and begin your academic recovery for next semester.

All students face academic challenges during college, and it is not unusual for students to have one or more semesters on probation. This can happen for many different reasons, including personal stress, difficult classes, not using campus support resources, and other reasons. It is important that you identify the specific factors leading ***you*** to have lower grades than you need to graduate so that you can make changes and have better grades in future semesters.

**To remove your academic hold, you must complete the following steps by the priority deadline of January 10, 2022 to guarantee an appointment with advisors before registration begins:**

1. Fill out Section 1 of the [**Petition for Clearance of Academic Hold**](https://www.usm.edu/registrar/_files/clearance-of-academic-hold-12-7-20.pdf)[form](https://www.usm.edu/registrar/_files/clearance-of-academic-hold-12-7-20.pdf).
2. To complete Section 2 of the Petition, make an appointment with your major advisor listed in SOAR to review your proposed courses for next term and see if adjustments should be made.
3. For Section 3, you will need to complete an Academic Improvement Plan (AIP) with the designated professional advisor listed [here](https://www.usm.edu/advisement-center/aip-advisors.php) for your major.
	1. Click the gold “Schedule Appointment” button for this designated professional advisor. If they don’t have a button, email or call them to ask for an appointment to complete an AIP with them.
	2. Before your appointment with the professional advisor, complete Section I of [the Academic Improvement P](https://www.usm.edu/advisement-center/_files/academic-improvement-plan-12-10-20.pdf)lan form and email it to your designated professional advisor.
	3. During your appointment with your designated professional advisor, you will work together to discuss a personalized AIP for you and set plans for your next semester.

You should contact your major advisor – or your school – as soon as possible, as the process to clear your academic hold can take time and appointments closer to the start of the semester often fill quickly! If you wait until the last minute, appointments may not be available for you to be cleared in time.

If you have any questions about this process, please let us know by completing our [Ask-An-Advisor](https://forms.usm.edu/registrar/view.php?id=3) form. We care about your success at Southern Miss and want to create an Academic Improvement Plan that works for your specific situation. We know that you can earn better grades in the future and look forward to supporting you in that work.

Sincerely,

Amy L. Chasteen

Executive Vice Provost