



# Credit Advising (CAD) Hold Advising/Assessment Form

Complete this form and attach it to the Navigate appointment summary. The student should also receive a copy of the completed form.

## Student Information

Last Name:\* \_\_\_\_\_ First Name:\* \_\_\_\_\_

Student ID:\* \_\_\_\_\_

Cell Phone:\* \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Major: \_\_\_\_\_

## Advisor fills in below with student responses:

Do you work?    Yes    No                      If yes, how many hours per week? \_\_\_\_\_

Do you receive financial aid/scholarships?    Yes    No

What is your educational goal? \_\_\_\_\_

### **Why do you think you have not been successful? Check all that apply.**

#### Academic:

- Poor study habits
- Wait until last minute to do schoolwork
- Late for class three or more times
- Absent from class three or more times
- Class too difficult
- Uncertain about major/not sure about career goals
- Other/Explain further:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Non Academic:

- Medical
- Pressure, stress, anxiety
- Transportation problems
- Financial concerns
- Other/Explain further:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What campus resources do you think will be helpful?**

- |   |   |
|---|---|
| <input type="checkbox"/> Single Stop            | <input type="checkbox"/> Academic Advising          |
| <input type="checkbox"/> Career Counseling      | <input type="checkbox"/> Veteran Services           |
| <input type="checkbox"/> Tutoring Services      | <input type="checkbox"/> Study Skills Assistance    |
| <input type="checkbox"/> Writing Studio         | <input type="checkbox"/> Time Management Assistance |
| <input type="checkbox"/> Transfer Advising      | <input type="checkbox"/> Office Hours               |
| <input type="checkbox"/> Financial Aid Advising | <input type="checkbox"/> Veteran affairs            |
| <input type="checkbox"/> Math Central+          | <input type="checkbox"/> Academic Renewal           |

**List 3 ways you plan to improve your GPA:**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

**Courses planned for next semester (or attach separate form):**

_____	_____
_____	_____
_____	_____

### **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. The form should be posted to the appointment summary in Navigate and a copy should be given to the student.

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 and have the hold removed before they are able to register for courses. Students on probation or suspension should be directed to [retentionservices@reynolds.edu](mailto:retentionservices@reynolds.edu).

Students who have 0-15 credits completed should contact Advising Services at [advising@reynolds.edu](mailto:advising@reynolds.edu). Students with 16+ credits completed should meet with their Faculty Advisor. 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)

The purposes of this policy are to:

- Initiate a conversation between the student and an advisor concerning what it will take to be successful in that particular curriculum and why that is so.
- Determine the courses which the student should take the following semester.
- Remove the CAD hold so the student can then register.
- Refer the student to Financial Aid if they have questions concerning their eligibility.
- Make other referrals as may be deemed appropriate.

This form is intended to help the student determine:

- The issues which caused the problem and their responsibility in creating the situation.
- The resolution of a problem or change that makes them ready to return and be successful.
- 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 improvement methods might be appropriate 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.

**Financial Aid Guidance**

Explain to student that having a CAD Hold removed does not guarantee eligibility for student financial aid. Refer student to the SIS Student Center To Do List and Message Center to check to see if they have received any notification regarding the status of their financial aid. If the student has additional questions about their eligibility, please refer the student to the Office of Financial Aid at [finaid@reynolds.edu](mailto:finaid@reynolds.edu).

Usefulness: This form can be used to create a paper trail of what was said. A copy should be given to the student, a copy attached to the Advising Report in Navigate.