

Academic Action Plan Procedures

The following steps **MUST** be completed **BEFORE** you see your faculty advisor to develop your Academic Action Plan. In order to keep the Dean's office apprised of your efforts to take ownership of your academic success, please submit a copy of your action plan to the Dean's office in building 11, room 211.

NOTE: Steps 1-4 are NOT the academic action plan, but rather a means for you to reflect on your situation, and to inform your faculty advisor of your circumstances.

A written statement will be required for items 1-4.

1. Explain the circumstances that led to your low GPA.
2. Describe your specific plans to improve/correct your situation, i.e. what you will do differently next quarter and in the future to improve your situation.
3. List **all** current courses you are taking, with anticipated grades. (If you are now repeating courses, or are planning to do so, also list your previous courses with D, F, I and U grades.)
4. Include any other information you feel is pertinent to your case.

Please prepare ALL of the above information BEFORE meeting with your faculty advisor. Incomplete statements will only delay the completion of your Academic Action Plan.

5. Meet with your faculty academic advisor to develop an Academic Action Plan. As part of this Plan, you will develop goals for improving your cumulative GPA by the end of this quarter, as well of other strategic activities you can be doing to support your success. Your faculty advisor will keep a copy of this Plan for your file.
6. You are responsible to be sure a signed copy of your action plan is submitted to the Dean's office (11/211) or your major department office, whichever is requesting this action plan.