

Academic Improvement Plan

Name: _____ Date: _____

In accordance with Puget Sound academic policy, students on probation and warning are expected to complete an Academic Improvement Plan. This form is intended for use by students and advisors to draft such a plan. Compliance with the plan will be considered by the Academic Standards Committee in deciding whether to continue a student who remains on probation or warning for a second term.

The following factors contributed to my academic difficulties:

In carrying out my plan for improving my academic standing, **I will:** (Circle all that apply.)

1. **Enroll** for the following schedule (Puget Sound encourages a reduced academic load for students in academic difficulty):

Course	Units	Repeat?
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

(Note: Load may be less than 4 units, with 3 units qualifying as full-time minimum.) **Total** = _____

2. **Limit** my employment and co-curricular commitments as follows:

3. **Meet** with my instructors regularly to be sure I understand and am meeting expectations in their courses.

4. **Seek** assistance in the following areas from the following resources:

Service	Resource	(Check those to be used)
• Time Management	Center for Writing, Learning and Teaching	_____
• Tutoring	Center for Writing, Learning and Teaching	_____
• Writing	Center for Writing, Learning and Teaching	_____
• Study Skills (e.g., note taking, reading)	Center for Writing, Learning and Teaching	_____
• Learning Disability Services	Student Accessibility and Accommodation	_____
• General Counseling	Counseling, Health and Wellness	_____
• Health Consultation/Evaluation	Counseling, Health and Wellness	_____
• Adjustment Issues	Counseling, Health and Wellness	_____
• Student Life Planning	Dean of Students Office	_____
• Academic Motivation/Direction	Academic Advising	_____
• Career Direction	Career and Employment Services	_____

5. **Meet** with _____ (advisor) _____ times per _____ to review my academic progress.

6. **Arrange** to study in the library or _____, where I can give alert and undistracted attention to my work.

7. **Turn** all assignments in on time.

8. **Attend** my classes faithfully, missing no more than 3 sessions per class during the entire term.

9. **Schedule** at least 2 hours of study for every hour in class.

10. **Address** the following additional issues (if applicable):

I agree to abide by the terms of this improvement plan: _____ Student Signature

I have discussed this with my advisee and support this plan: _____ Advisor Signature

Advisors may contact Landon Wade at lwade@pugetsound.edu with additional information or discussions about this plan.