College of Education and Human Sciences

**Academic Improvement Plan**

This form should be used to complete the Academic Improvement Plan (AIP) required as part of the petition to clear an academic standing hold. For students on suspension, in addition to this form, they must have sat out for at least one fall or spring term prior to being cleared for suspension. If you have questions about USM’s academic standing policy, please visit <https://www.usm.edu/registrar/faqs-academic-standing>.

# Section I - Completed by the student

You have been provided this form and asked to work with your advisor to develop an acceptable Academic Improvement Plan because either your term GPA or your cumulative GPA is below 2.0. To be in good academic standing (and to graduate from the University), you must maintain an overall GPA above 2.0. For that reason, our goal is to work with you to improve your academic performance. Accurately completing this form will help us identify obstacles that may be negatively impacting your academic performance. Additionally, we will utilize this form to document specific actions necessary for you to improve your academic performance.

After completing Section I of this form, please take it to your school (where your major is housed). That office will direct you to the appropriate person with whom to discuss your situation and complete the rest of the form.

## Type of Academic Standing Hold

[ ]  Academic Warning [ ]  Probation [ ]  Probation Continued [ ]  Suspension [ ]  Probation Reinstated

## Personal and Academic Information

|  |  |
| --- | --- |
| Name |  |
| Student ID Number  |  |
| Email Address |  |
| Phone Number |  |
| Current Major |  |
| Current College |  |
| Desired Major (if applicable) |  |
| Total number of hours completed toward your degree. |  |
| Current cumulative GPA (on Degree Progress Report or Transcripts) |  |
| In which term was your term GPA most recently under 2.0? |  |
| If you have had a previous academic contract, did you meet your last contract GPA? |  |
| Who is your faculty advisor? (available in SOAR) |  |
| How often do you meet with your faculty advisor? |  |
| Have you discussed your academic performance with your faculty advisor? |  |
| Are you currently employed? If yes, how many hours do you work in a typical work week? |  |
| Do you live on campus? |  |

## Courses and Grades for Most Recent Completed Term

|  |  |  |
| --- | --- | --- |
| **Course** | **Credit Hours** | **Grade Earned** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Hours Attempted and Term GPA** |  |  |

## Academic Obstacles Assessment

In reviewing your academic performance, what obstacles have impacted your grades? Please check all that apply. We recognize some of the factors listed below are rather personal. The intent of the questions is to encourage true self-reflection that will identify the changes needed to positively impact your academic performance.

### Academic

[ ]  Ineffective study skills/unprepared for exams

[ ]  Undeveloped time management skills

[ ]  What worked in high school does not work anymore

[ ]  Difficult classes/not prepared for course level

[ ]  Unable to understand course content/relevance

[ ]  Unable to understand professor/conflict with professor

[ ]  Hard to concentrate/daydreaming

[ ]  Registered for too many classes

[ ]  Did not attend/skipped class

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Major/Career

[ ]  Uncertain about major

[ ]  Changed major one or more times

[ ]  Not clear career goals

[ ]  Not sure why I am in school

[ ]  USM may not be the place for me

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Personal/Other

[ ]  Financial difficulties

[ ]  Health problems

[ ]  Hard to get out of bed in the morning

[ ]  Use or abuse of alcohol or other substance(s)

[ ]  Possible learning disability

[ ]  Difficulty sleeping at night

[ ]  Pressure, stress, anxiety or tension

[ ]  Over-involved with extra-curricular activities

[ ]  Lack of Motivation

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Family/Social Adjustment

[ ]  Working too much

[ ]  Roommate or relationship issues

[ ]  Personal/family situation

[ ]  Moved away from home/homesick

[ ]  Difficulty adjusting to college life

[ ]  Hard to make friends/loneliness

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Other factors not listed above |

Please explain in detail the three most significant obstacles that affected your academic performance.

|  |  |  |
| --- | --- | --- |
|  | Obstacle | Explain each obstacle’s impact on your success |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

# Section II: Completed collaboratively by the student and advisor

## Plan of Action

Think about a plan of action for getting the next semester off to a successful start. Include meetings with your advisor and instructors and utilizing campus resources such as the Student Advisement and Support Center, university counseling services, and departmental support courses.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Goal** | **Steps to Reach Goal** | **Available Resources (tutoring, professor’s office hours, etc.)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

The student will enroll in the following courses. (Any changes to approved schedule should be made in consultation with an academic advisor and with written permission of director).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Hours** | **Course** | **Hours** | **Course** | **Hours** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

[ ]  Student must bring the cumulative USM GPA to at least 2.0 by end of current term.

[ ]  Student must earn a minimum term GPA\* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ term.

\*Minimum term GPA of 2.25 is required for students who are coming from *suspension* or *probation reinstated* status. A higher minimum GPA may be set by the advisor if a rationale is provided below based on the requirements of the program and approved by the school director and college dean.

If student achieves the minimum term GPA above, academic standing status at the end of term will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If student does not reach the minimum term GPA above, academic standing status at the end of term will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |
| --- |
| **Additional conditions/comments** |

#### By signing below, the student attests that the above information is accurate and a reflection of their intentions and that the student agrees to the terms of this contract. By signing below, the advisor confirms discussion of the above information with the student and advisement to complete the academic improvement plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | [ ]  Approve [ ]  Deny |
| Student’s Signature |  | Date |  |  |
|  |  |  |  | [ ]  Approve [ ]  Deny |
| Advisor’s Signature |  | Date |  |  |
|  |  |  |  | [ ]  Approve [ ]  Deny |
| Director’s Signature |  | Date |  |  |

# Section III: Completed by college dean

|  |
| --- |
| Comments |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | [ ]  Approve [ ]  Deny |
| Dean’s Signature |  | Date |  |  |