

Academic Improvement Plan

Name: _____

Date: _____

Students who have been suspended or withdrawn from the university must complete an academic improvement plan as part of their petition to return to the university. Students on probation are strongly recommended to complete an academic improvement plan with their advisor at the beginning of the semester.

The following factors contributed to my academic difficulties:

In carrying out my plan for improving my academic standing, **I will:**

1. **Enroll** for the following schedule (Puget Sound encourages a reduced academic load for students in academic difficulty; full-time standing requires at least three units.):

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

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 and Learning	_____
• Tutoring	Center for Writing and Learning	_____
• Writing Support	Center for Writing and Learning	_____
• Study Skills (note or test taking)	Center for Writing and Learning	_____
• Learning Disability Support	Student Accessibility and Accommodation	_____
• General Counseling	Counseling, Health and Wellness	_____
• Health Consultation/Evaluation	Counseling, Health and Wellness	_____
• Adjustment Issues	Counseling, Health and Wellness	_____
• Academic Motivation/Direction	Academic Advising	_____
• Career Direction	Career and Employment Services	_____

5. **Meet** with _____ times per month/semester to review my progress.
(Advisor/staff member) (number) (circle one)

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):