 **Academic Action Plan**

**Academic Warning**

Maintaining adequate progress for a degree is defined by meeting a 2.00 cumulative gpa (CGPA). Students who do not maintain a 2.00 CGPA move into a status of Academic Warning. While on Academic Warning you will have a hold placed on the registration of subsequent semesters and must meet with an academic adviser to remove this Academic Warning Hold. All notifications concerning the hold will be sent to your Penn State email address.

**Meeting with Your Advisor to Release Your Academic Warning Hold**

Academic Warning is not a punishment or the end of your academic career. The hold is a notification to seek help in taking an active approach to improve your academics. During the required discussion with your adviser, you may be asked to:

* Reflect on challenges
* Discuss campus resources
* Plan a balanced schedule
* Understand GPA, grades, policies
* Develop a plan for success
* Schedule follow-up meeting(s)

**Academic Suspension and Dismissal**

SUSPENSION: You will be academically suspended from the University if you earn less than a 2.00 semester gpa while in Academic Warning. Academic Suspension prevents enrollment at PSU for two semesters. A student who returns to the University must complete re-enrollment and return in Academic Warning status with his/her previous gpa and a hold on registration. Policy 58-00

RECOVERY POINTS: Number of credits needed at a “B” or better to achieve a CGPA of at least a 2.00. *Recovery points= credits attempted x [2 – cumulative gpa]*  For example, a student needing 15 recovery points must earn a “B” or better in at least 15 graded credits for a 2.00 CGPA. *Students with 15 or fewer Recovery Points may petition for a reduction in or stay of the Academic Suspension.*

DISMISSAL: If you have been placed on Academic Suspension and fail to achieve at least a 2.00 semester gpa, you will be academically dismissed. After a period of four calendar years, academically dismissed students may seek re-enrollment to the University by requesting academic renewal. S*tudents with 18 or fewer Recovery Points may petition to not be dismissed and instead be placed on Academic Suspension. Faculty Senate Policy 51-70*

**Making the Most of Campus Resources**

Please complete the form and discuss it with your advisor. As you list goals, please make them as specific and achievable as possible. The resources listed below may be helpful as you begin to define your goals:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PART 1: Campus Resources

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| --- | --- |
| Resource | Service |
| Health & Wellness Center | Personal Obstacles or other Disability visit: <https://altoona.psu.edu/offices-divisions/student-affairs/health-wellness> or stop by Sheetz Family Health Center |
| Financial Aid | Finances and/or Work Study Positions visit: <https://altoona.psu.edu/offices-divisions/enrollment-management/student-aid> or stop by at W113 Smith Building |
| Student Affairs | Involvement Student Organizations visit: <https://altoona.psu.edu/offices-divisions/student-affairs> or stop by 103 Slep Student Center |
| Career Services | Career Direction visit: <https://altoona.psu.edu/offices-divisions/continuing-education-training/career-services> or stop by 205 Slep Student Center |
| Robert E. Eiche Library | Subject Librarian are available for all subjects. For a complete list of University Librarian Subject Guides, visit: https://libraries.psu.edu/guides/subject |
| Learning Resources Center | Tutoring visit: <https://altoona.psu.edu/offices-divisions/academic-affairs/learning-resources-center> or stop by 125 Eiche Library |
| DUS | Exploring Majors visit: <https://altoona.psu.edu/offices-divisions/academic-affairs/advising> or stop by C112 Smith Building |

**Contact Information:**

|  |  |  |
| --- | --- | --- |
| Name: | PSU Email:abc1234@psu.edu | Date: |
| My cumulative gpa is: | My most recent semester gpa is: |
| Advisor Name:  |

|  |
| --- |
| I am filling out this form because : |
| 🞏 I am in Academic Warning Status |
| 🞏 I will be in Academic Warning Status |
| 🞏 I am on Academic Suspension |
| 🞏 I am on Academic Suspension and am ready to Re-enroll to resume taking classes |

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| PART 2: “Self-Reflection Checklist” Discussion Points – If you identify with a topic below, mark the box with an X.

|  |  |
| --- | --- |
| Academics – Study Habits | Motivation |
| 🞏 Difficulty managing time🞏 Unsure how to study for college courses🞏 Understand material, but have trouble w/exams🞏 Enrolled in too many courses/credits🞏 Concentration is easily broken🞏 Do not attend class regularly🞏 Trouble keeping up w/assigned readings | 🞏 I am not sure why I am in college🞏 I feel tired all of the time🞏 I procrastinate when I have work to do🞏 I’m only here because of my parents🞏 I spend too much time on entertainment🞏 My classes aren’t as important as clubs/work🞏 I find it difficult to feel motivated |
| Course - Content | Personal/Social Concerns |
| 🞏 Unable to understand course content🞏 Difficulty writing papers🞏 Difficulty w/math courses🞏 Difficulty w/science courses🞏 Difficulty w/courses in my major🞏 Uninterested in course topic(s)🞏 Problem w/instructor(s)  | 🞏 I have health concerns that interfere w/studies🞏 I have problems w/my living situation🞏 I have family responsibilities (parents/children)🞏 I feel isolated, anxious, tired, depressed🞏 I’ve been challenged by leaving my family/home🞏 I’m not adjusting well to Penn State or the area🞏 I suffered from a traumatic event🞏 I have other private, personal concerns |

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| Do you feel there were conditions out of your control that led to Academic Warning/ Suspension? Please explain: |
| What could you have done differently?  |
| **Part 3: List three goals for academic improvement**:

|  |  |
| --- | --- |
| Goal: | Steps to help you reach goal: |
| Goal: | Steps to help you reach goal: |
| Goal: | Steps to help you reach goal: |

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|  |  |
| --- | --- |
| **\*Initial beside each statement below** | **Part 4: Review Understanding of Consequences for Academic Warning** |
|  | I understand that I will be placed on academic warning if I do not maintain a 2.00 (or higher) cumulative gpa. |
|  | I understand that if I am on academic warning, a registration hold will be placed on my account, and I will not be able to schedule classes until I meet with an academic advisor. |
|  | I understand that if while on academic warning, I fail to maintain a 2.00 (or higher) semester gpa, I will be academically suspended and will not be able to schedule classes at Penn state for two consecutive semesters. |

**OR**

|  |  |
| --- | --- |
| **\*Initial beside each statement below** | **Part 4: Review Understanding of Consequences for Academic Suspension** |
|  | I understand that I am on academic suspension for two consecutive semesters because my semester gpa was below a 2.00 while in academic warning. |
|  | I understand that I will need to re-enroll at the Registrar’s office to resume taking classes after academic suspension and that I need to meet with my advisor regularly to discuss my progress and goals. |
|  | I understand that if I do not earn a semester gpa of a 2.0 (or higher) upon return after suspension, I will be academically dismissed and unable to take classes at Penn State for four years. |

See *Procedures* on <https://altoona.psu.edu/offices-divisions/academic-affairs/advising/forms-policies-procedures> for the action steps to be completed while in Academic Warning or Academic Suspension status