



# **ACADEMIC SUCCESS PLAN**

**THE APPEAL OF YOUR ACADEMIC DISMISSAL ALONG WITH A COPY OF THIS WORKSHEET MUST BE COMPLETED AND SUBMITTED TO YOUR ACADEMIC DEAN'S OFFICE. IF YOU NEED HELP IN COMPLETING OR SUBMITTING THIS FORM, PLEASE CONTACT YOUR ACADEMIC DEAN'S OFFICE.**

## **1. Student Information**

Name:

Student ID#:

Preferred Phone with area code:

Ship E-mail address:

College/School:

Academic Major(s):

Academic Minor(s) (if applicable):

Academic Advisor:

Previous Semester GPA:

Cumulative GPA:

**Academic Appeal.** If you believe there were circumstances that caused your academic performance to suffer temporarily, you may submit this appeal to your academic Dean. Successful appeals contain details, thus being no less than 300 words. This appeal must include official documentation, as appropriate, and an accurate phone number that may be used to notify you of the results of your appeal. For example, if the decline in your academic performance is based on a medical issue, your appeal must include supportive medical documentation from a licensed health care professional. Your appeal should include an explanation of:

- The reason(s) why your academic performance suffered;
- The action steps you have taken / will take to remedy the situation;
- How you have taken responsibility for the situation, if applicable.

**Write the appeal to your dean here:**

**2. Academic Success Plan.** This worksheet is designed to help you succeed. You must be honest with yourself about the obstacles you face and the commitment and effort you are agreeing to put forth.

**Identify Your Top Three Obstacles**

*In reflecting on your academic performance, identify the obstacles that negatively impacted your grades. Prioritize and number your top three obstacles with #1 being the biggest obstacle to your academic success. You may identify more than three, but prioritize only your top three.*

**Academic**

- Ineffective study skills
- Ineffective time management skills
- Unprepared for exams
- What worked in high school doesn't work anymore
- Hard to concentrate/daydreaming
- Difficult courses/not prepared for course level
- Unable to understand course content
- Registered for too many courses
- Did not attend/skipped class
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Major/Career**

- Uncertain about current major
- Changed major one or more times
- Unsure what jobs are associated with major
- No clear career goals
- Not sure why I'm in school
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Personal/Other**

- Financial difficulties
- Health problems
- Use or abuse of alcohol or other substance(s)
- Possible learning exceptionality
- Difficulty sleeping at night
- Pressure, stress, anxiety, or tension
- Excessive time spent online (Facebook, YouTube, Gaming, etc.)
- Lack of motivation
- Working too much (#hours/week \_\_\_\_)
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Family/Social Adjustment**

- Roommate issues
- Personal relationship issues
- Family situation
- Moved away from home/homesick
- Difficulty adjusting to college life
- Hard to make friends/loneliness
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Develop a Success Plan**

*From above, copy your top three obstacles (with #1 representing your biggest obstacle); next, describe the plan you will follow to overcome the obstacle; then, list any challenge(s) that you may encounter and how you will minimize each challenge.*

<p><b>Obstacle</b>  <u>Example:</u>                      Ineffective Study Skills</p>	<p><b>Success Plan. Describe what you will do in order to be successful.</b>                      Participate in the CAPS Program at the Learning Center at the beginning of the upcoming semester.</p>	<p><b>Potential challenge(s)</b>                      Maintaining contact with the staff in the Learning Center.</p>	<p><b>Strategies to minimize challenges</b>                      Schedule and attend weekly meetings.</p>
<p><b>1.</b></p>			
<p><b>2.</b></p>			
<p><b>3.</b></p>			

**Class Attendance.** Class attendance is correlated with academic success. Indicate your overall pattern of class attendance during the most recent semester.

100-90%       89-80%     79-70%     69-60%     Less than 60%

**Academic Support Resources.** List the resources that you used last semester and the resources you will use in the upcoming semester and continue to use to help you succeed (such as the course professor, academic advisor, tutoring, classmates, learning center, etc.)

Resources used last semester:

Resources that will be used if the appeal of my academic dismissal is granted:

**Resources:**

**Learning Center**

<http://www.ship.edu/learning/>

Phone: (717) 477-1420

Phone: (717) 477-1484

**Health Center**

[http://www.ship.edu/health\\_center/](http://www.ship.edu/health_center/)

Phone: (717) 477-1458

**Department listings\***

[http://www.ship.edu/academics/programs/undergraduate\\_programs/](http://www.ship.edu/academics/programs/undergraduate_programs/)

**Office of Accessibility Resources**

<http://www.ship.edu/oar/>

Phone: (717) 477-1364

**Counseling Center**

[http://www.ship.edu/Counseling\\_Center/](http://www.ship.edu/Counseling_Center/)

Phone: (717) 477-1481

**Connections Program**

[http://www.ship.edu/dean\\_of\\_students/office\\_of\\_connection/](http://www.ship.edu/dean_of_students/office_of_connection/)

Phone: (717) 477-1164

**Career Center**

<http://www.ship.edu/career/>

**Student Agreement.** If the appeal of my academic dismissal is granted, and by submitting this form, I agree to:

- Complete and submit all assignments on time and attend every class. In the event of an unforeseen circumstance (illness), I agree to notify my professor(s) and/or the Dean's Office.
- Meet with my academic advisor, course professors and utilize academic support services as necessary. I understand that it is my responsibility to schedule and attend these meetings.

- Read and respond to my Ship e-mail on a regular basis for correspondence and updates from my advisor, course professors, and other university personnel.
- Participate in the CAPS Program. (You will receive an email about the program if you are reinstated).

**WHEN YOU'VE COMPLETED THIS DOCUMENT:**

**Save one copy for yourself, and email one copy with your Academic Appeal to your respective Dean's Office.**