

My Academic Achievement Plan

(Self-Assessment)

Name:	GPA:	Term:
ID:	Academic Standing:	Major/Minor:
Best contact telephone:	Email: (Dusty)	Classification: (status, programs)

GOAL

In order for me to return to "Good Standing," I must achieve a minimum institutional GPA of 2.0. Failure to satisfy this requirement may result in a change in my academic standing.

To achieve this goal by the end of the semester, I will develop strategies to ensure I (1) attend class consistently and (2) submit my assignments on time.

SELF-ASSESSMENT

What have I done in the past that was ineffective?	What have I done in the past that was effective?
<input type="checkbox"/> I skipped classes when I didn't feel like attending. <input type="checkbox"/> I didn't always pay attention even when I was in class. <input type="checkbox"/> I tried to google for information instead of asking my professor or tutors for help. <input type="checkbox"/> I didn't feel like asking any questions because I didn't want to be embarrassed. <input type="checkbox"/> I rushed through my reading. <input type="checkbox"/> I was distracted while I was reading. <input type="checkbox"/> I waited until there was a test before reviewing my notes. <input type="checkbox"/> I didn't want to study with others for fear of being judged. <input type="checkbox"/> I didn't care if I passed or failed a class. <input type="checkbox"/> I didn't check when each assignment was due and often missed the deadlines.	<input type="checkbox"/> I attended class and was on time. <input type="checkbox"/> I paid attention in class and took careful notes. <input type="checkbox"/> I contacted my professor ahead of time to clarify information. <input type="checkbox"/> I asked questions in class when I did not understand without feeling awkward. <input type="checkbox"/> I went to the tutoring center to get help early. <input type="checkbox"/> I managed my time carefully for each class. <input type="checkbox"/> I reviewed my notes consistently without delay before the next class. <input type="checkbox"/> I found a group of friends to study without being distracted. <input type="checkbox"/> I respected my own hard work and efforts. <input type="checkbox"/> I treated my homework seriously.

ACTION PLANS

Manage Time	Manage Tasks
<ul style="list-style-type: none"> <input type="checkbox"/> Forward the deadline a week earlier to give myself more time. <input type="checkbox"/> Pace myself one step at a time <input type="checkbox"/> Measure how much time is spent on each task <input type="checkbox"/> Reduce every distractions in my surroundings <input type="checkbox"/> Avoid getting out of the seat to do something unrelated <input type="checkbox"/> Select an optimal time to do my task and give my full concentration <input type="checkbox"/> Review my work efficiency for future tasks 	<ul style="list-style-type: none"> <input type="checkbox"/> Breakdown each step of a task <input type="checkbox"/> Decide what must be done now and what can wait <input type="checkbox"/> Make an appointment with a tutor for each task instead of accumulating them all in one sitting <input type="checkbox"/> Find out where I'm stuck <input type="checkbox"/> Study the task carefully to identify if there is more efficient way to do it <input type="checkbox"/> Schedule other tasks to complete first <input type="checkbox"/> Review work effectiveness for future tasks.

Learning skills and studying strategies require two different habits. Here are what I need to do to improve myself.

Learning Skills	Studying Strategies
<ul style="list-style-type: none"> <input type="checkbox"/> Attend class and be on time <input type="checkbox"/> Ask questions in class <input type="checkbox"/> Take notes carefully <input type="checkbox"/> Have all class materials ready (textbook, writing utensils, battery charged, etc.) <input type="checkbox"/> Complete reading before class <input type="checkbox"/> Complete assigned tasks prior to the next lecture <input type="checkbox"/> Check for understanding with professor before the next lecture <input type="checkbox"/> Reflect on new knowledge and try to link to previous learning <input type="checkbox"/> Search for new information to reinforce current knowledge <input type="checkbox"/> Meet with professor during office hours to clarify instructions and information <input type="checkbox"/> Email my professor with questions within 24 hours <input type="checkbox"/> Schedule tutoring sessions even if I think I've already learned the material <input type="checkbox"/> Work with groups in and out of class to check my understanding 	<ul style="list-style-type: none"> <input type="checkbox"/> Review my notes within 24 hours <input type="checkbox"/> Break down each steps needed to complete an assignment <input type="checkbox"/> Make sure I plan enough time to complete each task <input type="checkbox"/> Organize what needs to be done first and what takes the longest time <input type="checkbox"/> Synthesize class notes with information from the textbook to form my own study notes <input type="checkbox"/> Develop strategies for memorizing dates, lists, names, formulae, procedures, duration, etc. <input type="checkbox"/> Stick to a consistent schedule for studying before taking a break <input type="checkbox"/> Determine how to avoid distractions (put away cell phone, close social media tabs, go to a quiet place like the library, prepare materials, check calculator battery, etc.) <input type="checkbox"/> Decide when to take a break and how to reinforce or reward myself when tasks are completed

My Academic Achievement Plan

AGREEMENT

(Self-Assessment)

I have completed my self-assessment and understand that my college will review my record at the end of the semester. The criteria for determining my academic standing are as follow:

- ➔ Achieved institutional GPA of **2.0 or higher** = return to “Good Standing” status
- ➔ Failed to achieve institutional GPA of 2.0 but **showed significant efforts to improve** = Remain on “Continued Probation/Suspension” status.
- ➔ Failed to achieve institutional GPA of 2.0 and **did not demonstrate efforts to improve** = Suspended from the University.

- I agree to implement the strategies listed on this Academic Agreement Plan and my choices and actions will determine my future academic success.
- I agree to monitor my Dusty e-mail regularly.
- In order to return to the status of “Good Standing,” I agree to meet with my advisor at least four times during the semester to report my progress.

Progress Monitoring	Date:	Time:
After Add/Drop Deadline:		
Before Mid-Term:		
After Mid-Term:		
Before Final Exam:		

Comments/Evidence of Progress:

Student Signature

Date

For Official Use (Please PRINT):

Form initiated by:	Date:
Case followed up by:	Date:



My Academic Achievement Plan (Self-Assessment)

Sample Weekly Tracker:

Classes this semester: _____	Class 1	Class 2	Class 3	Class 4	Class 5
This week, I attended _____.					
I was able to do this because I _____ (what did you do that was effective?)					
I was able to work on my assignment, including reading ahead for _____.					
I will be scheduling tutoring sessions for _____ (which assignment).					
The assignments due next week are:					
My goal for next week will be to _____ (be as specific as possible).					