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**Academic Advising Center Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACADEMIC RECOVERY PLAN WORKSHEET**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email­­­­­­­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_

Earned Credits: \_\_\_\_\_\_\_\_ Transfer Credits: \_\_\_\_\_\_\_\_ GPA: \_\_\_\_\_\_\_\_ Last Semester GPA:\_\_\_\_\_\_\_

This Academic Recovery Plan is an opportunity for you to identify the problem(s) that contributed to your unsatisfactory academic performance. Your ARP will identify and list steps to correct the problem(s)

**Barriers that may impede academic success** (please check all the apply)

|  |  |  |  |
| --- | --- | --- | --- |
| **ACAMEDIC** | **PERSONAL** | **SOCIAL** | **OTHER** |
| Attendance | Physical/Mental | Extracurricular Activities |   |
| Incomplete Assignment | Financial | Excessive Socializing |   |
| Low Test Grades | Sleep | Too Much Gaming |   |
| Organization | Family Issues | Excessive Social Media |   |
| Study Skills | Identity Issues | Roommate Issues |   |
| Reading/Writing Issues | Work Related Issues | Substance use/abuse |   |
| Undeclared Major | Fear of Failing | Excessive Partying |   |
| Poor Time Managing | Pressure/Stress | Relationship Issues |   |
| Unsure of life Plans | Homeless |   |   |
| Plagiarism | Transportation |   |   |

For each barrier you identified above, list two strategies to help maximize your chances of academic success.

Barrier\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Strategy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 1A. 1B.

2. 2A.

 2B.

3. 3A.

 3B.

4. 4A.

 4B.

**Educational Plan for Recovery** http://gpacalculator.net/college-gpa-calculator/

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |   | **1st Semester** |   |   |   |
| Fall 20\_\_ | Spring 20\_ |   |   |   |   |
| Course Prefix | Course # | Course Name | Credits Hours | Repeat Y/N | Target Grade |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   | **2nd Semester** |   |   |   |
| Fall 20\_\_ | Spring 20\_ |   |   |   |   |
|   |   |   |   |   |   |
| Course Prefix | Course # | Course Name | Credit Hours | Repeat Y/N | Target Grade |
|   |   |   |   |   |   |
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|   |   |   |   |   |   |

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_



**ACADEMIC RECOVERY PROGRAM**

**Academic Progress Report**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_

Student’s progress or challenging areas (Check all that apply)

 \_\_Outstanding progress \_\_Repeated Tardiness \_\_Missed classes \_\_Satisfactory Progress \_\_Poor Test Grades \_\_Poor Quiz Grades \_\_Showing Some Progress \_\_Missing Assignments \_\_Sleep in Class

**Current Grade:** A B C D F

Comments:

 Faculty Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_

Student’s progress or challenging areas (Check all that apply)

 \_\_Outstanding progress \_\_Repeated Tardiness \_\_Missed classes \_\_Satisfactory Progress \_\_Poor Test Grades \_\_Poor Quiz Grades \_\_Showing Some Progress \_\_Missing Assignments \_\_Sleep in Class

**Current Grade:** A B C D F

Comments:

 Faculty Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID:\_\_\_\_\_\_\_\_\_\_\_



 **Academic Recovery Program**

**Tutor Verification**

Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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Tutor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Time In\_\_\_\_\_\_ Time out\_\_\_\_\_

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**Appeal Process Instruction**

[**https://www.bowiestate.edu/admissions-financial-aid/financial-aid/satisfactory-academic-progress/satisfactory-academic-progress/**](https://www.bowiestate.edu/admissions-financial-aid/financial-aid/satisfactory-academic-progress/satisfactory-academic-progress/)

**Appeal Letter Template**

Hello Financial Aid Appeal Committee

Paragraph 1

Please include your name/ID#. Please explain the purpose of your letter.

Paragraph 2

Please explain anything that caused you to do poorly this year (poor time management, lack of focus, family issues, health issues, transportation, death, issues with faculty. ect). Please explain how those issues directly led to your grades in school. Also be sure to explain how those issues have been resolved or what you are doing to fix them. Also include something that says how important financial aid is for your family and your desire to complete college at Bowie State.

Paragraph 3

Please conclude the letter by thanking the committee for reviewing your appeal. Please include all your contact information.

Please proofread your letter before submitting it.