

<i>Policy:</i> Student Corrective Action Plan	<i>Issued:</i> 11/26/07 (reformatted)	<i>Revised:</i>	<i>Page 1 of 1</i>
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Name: _____

Instructions: Please answer the following questions concerning your academic performance last semester. Use these answers to draft a correction action plan letter. Schedule an appointment to meet with your faculty advisor in the next two weeks to discuss your situation and your plans to improve this semester. Finalize your letter and have it signed by your advisor. Your Corrective Action Plan letter will be shared with the School Academic Review and Support Committee. Students may be invited to appear before this Committee at a later date.

1. Describe the circumstances that caused the academic problems last semester.
2. Describe your study strategies used last semester. Did you take advantage of the instructor of record, tutors, study groups, review sessions, etc.? Describe any time management challenges you experienced last semester.
3. Have you had any difficulties with your mood or temperament e.g. anxiety, difficulty concentrating, depression, sleep disturbances? If yes, please describe and indicate their effects on your academic performance and any interventions you have taken or plan to take to address these issues.
4. Have you had any physical health problems or been affected by the physical health problems of persons close to you? If yes, please describe and indicate their effects on your academic performance and any interventions you have taken or plan to take to address these issues.
5. Have you had any personal relationship issues that have affected your ability to participate in your academic activities? If yes, please describe and indicate their effects on your academic performance and any interventions you have taken or plan to take to address these issues.
6. Have you had any financial issues that have affected your ability to participate in your academic activities e.g. family support, inability to pay bills, need to work increased hours, etc.? If yes, please describe and indicate their effects on your academic performance and any interventions you have taken or plan to take to address these issues.
7. Have you had other outside commitments that have affected your ability to participate in academic activities e.g. student or service organizations, positions of responsibility in community organizations? If yes, please describe and indicate their effects on your academic performance and any interventions you have taken or plan to take to address these issues.
8. Are there any other issues (not mentioned above) that contributed to your academic performance?