



Academic Improvement Plan Personal Action Plan

The Academic Improvement Plan is a tool for students who are on academic probation. You must complete this personal action plan to reflect on your past semester and to begin identifying resources, skills, and strategies to help you return to good academic standing. **Once you have completed this form, please submit it to your assigned Academic Advisor. You must also meet with your Academic Advisor to discuss your Academic Improvement Plan—you are responsible for scheduling the appointment.**

Student Information

Student Name: _____ Loyola ID #: _____ Term on Probation: _____
School or College: _____ Major: _____ Total Credit Hours Earned: _____
(including transfer hours)

Reflection

Take a few minutes to reflect upon the past semester. Explain below what factors (e.g. personal or family stressors, financial problems, time management difficulties, etc.) have contributed to your academic difficulties. Please be thoughtful and cite specific examples when composing your reflection.

In addition to what you have included in your statement above, which of the following skill sets would you like to improve as part of your personal action plan? Please share any relevant details.

- ☐ Motivation: _____
- ☐ Goal setting: _____
- ☐ Time management: _____
- ☐ Concentration: _____
- ☐ Study skills: _____
- ☐ Active note taking: _____
- ☐ Reading texts or marking texts: _____
- ☐ Other: _____

Resources List

Please identify which of the following resources you could benefit from in the coming semester.

- ☐ Academic advising
- ☐ Career advising
- ☐ Academic tutoring
- ☐ Mental health counseling
- ☐ Physical health support
- ☐ Accommodations for disabilities
- ☐ Financial assistance
- ☐ Support network on campus
- ☐ Support network at home

Plan for Success

Please articulate your plan for success. What are some strategies and resources you believe will help you to be academically successful in your next semester?

Please also address the potential obstacles you may face and your strategies for addressing each of them. Be thoughtful and cite specific examples when composing a response.

Academic Policy Review

Your current academic standing is not in compliance with Loyola University Chicago's policy on Academic Standing. In order to return to good academic standing you must meet the minimum cumulative G.P.A. requirement of your College/School/Institute. If you fail to achieve the minimum cumulative G.P.A. of your College/School/Institute and/or fail to meet the conditions outlined below, you may be subject to academic dismissal from the university. For more information about the policy on Academic Standing, please visit:

http://www.luc.edu/academics/catalog/undergrad/reg_academicstanding.shtml.

- **College of Arts and Sciences, Institute of Environmental Sustainability, Quinlan School of Business, School of Communication:** 2.00 cumulative
- **Marcella Niehoff School of Nursing:** 2.50 cumulative by end of first year and each semester thereafter
- **School of Education:** 2.50 cumulative and 2.80 in major/content area
- **School of Social Work:** 2.50 cumulative

Class Registration

- I will register for a minimum of _____ but no more than a maximum of _____ credit hours. _____ (Initials)
(Your credit hour load is reduced to allow you more time to focus on your studies and access campus resources, which will assist you in returning to good academic standing.)
- I may not **withdraw** from any courses during the semester without the consent of my Academic Advisor. _____ (Initials)
- I understand that failing or dropping course(s) could affect my academic standing at Loyola, my status as a full time student, and my progress towards degree completion. _____ (Initials)

Other Requirements for Students on Academic Probation:

- I understand that I cannot receive an **Incomplete** in any courses during the semester. _____ (Initials)
- I understand that I must complete the semester with a term G.P.A. of at least **2.33** or a cumulative G.P.A. of at least 2.00. _____ (Initials)
- In order to return to good standing, I will need to reach a **cumulative** G.P.A. of **2.00**; which would require me to earn a term G.P.A. of _____. _____ (Initials)
Use the following G.P.A. calculator to calculate this answer: http://www.luc.edu/advising/gpa_calculator.html
- In addition to the initial meeting with my Academic Advisor, I will meet with my Academic Advisor at least _____ during this probationary semester to discuss my academic progress. _____ (Initials)

My next appointment with my Academic Advisor has been set for: _____ (Initials)

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Received by Academic Advising staff on ____ / ____ / ____

Confirmation that follow-up appointment was scheduled:

_____ (signature of Academic Advising staff)

Academic Advisor: _____ Date: _____

Signature: _____