



Houston Baptist University
Academic Recovery Plan Worksheet
For student on Academic Probation

Name: Semester: Date:
In accordance with HBU policy, students on Academic Probation are expected to complete an academic improvement plan. This form is intended for use by you and your advisor. Compliance with the plan will help you reestablish yourself in good academic standing.

Instructions to Faculty:

Thank you for assisting the above named student who is currently on Academic Probation. Please discuss the identified obstacles to academic success and proposed solutions with the student. The purpose of this discussion is to provide the student with the perspective of an experienced member of the campus community. However, it is ultimately up to the student to use his or her own judgment in identifying obstacles and solutions to academic success as well as applying the solutions. Students with personal or sensitive issues should be referred to professionals who have the training and skills required to deal with these issues.

The following factors contributed to my academic difficulties:

In carrying out my plan for improving my academic standing, I will: (Circle all that apply.)

1. Enroll/Re-enroll for the following revised schedule:

(HBU encourages students to assume a reduced academic load and to repeat courses which a low grade was received):

Table with 3 columns: Course, Credits, Repeat. Includes blank lines for student input.

2. Limit my employment and co-curricular commitments as follows:

Blank lines for student input regarding employment and commitments.

3. Meet with my instructors regularly outside of class times throughout the semester to be sure I understand and am meeting their expectations in their courses.

4. Seek assistance in the following areas from the following resources:

(Check those to be used)

- List of resources with checkboxes and corresponding center names: Time Management, Tutoring, Writing, Study Skills, Anxiety, Learning Disability, Personal Concerns, Health, Adjusting to College, Academic Planning, Academic Motivation/Direction, Career Planning, Spiritual Life, Finance, Research Skills, Other.

5. Meet with (advisor) times per to review my academic progress.

6. Arrange to study in the library or, where I can give undistracted attention to my work.

7. Make a weekly/monthly/semester schedule (include all due dates of assignments, family and personal commitments, and a study schedule).

8. Attend classes faithfully, be on time, and stay the entire class meeting. If I cannot attend a class, I will notify the instructor and follow up with him/her to see what assignments or information I missed.

9. Schedule at least 2 hours of study for every hour in class.

10. Address the following additional issues (if applicable):

I hereby agree to abide by the terms of this improvement plan:

Student Signature Date Advisor Signature Date 3/08