***Indiana University of Pennsylvania***

***Academic Recovery Worksheet***

**\_\_\_\_\_\_\_\_ Fall Semester \_\_\_\_\_\_\_\_ Spring Semester 20\_\_\_\_ College \_\_\_\_\_**

**RETURN THIS COMPLETED WORKSHEET TO THE DEAN’S OFFICE BY END OF DROP/ADD PERIOD**

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| --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Permanent Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Local Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Local Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IUP E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cumulative Grade Point Average (CGPA) \_\_\_\_\_\_\_\_\_\_\_ GPA Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Academic Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Action Plan for Achieving Good Standing**:

List **all** courses on your transcript for which your current grade is “F”:

List **all** courses on your transcript for which your current grade is “D”:

The primary reason(s) for your academic difficulties have been:

Describe specific strategies that you plan to adopt to address your academic difficulties and regain academic good standing:

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| --- |
| **List all courses that you are taking during your probationary semester.** Indicate the grades you expect to earn (be realistic) and if the course is a D/F repeat.  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Expected Grade \_\_\_\_\_ D or F Repeat? \_\_\_\_\_  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Expected Grade \_\_\_\_\_ D or F Repeat? \_\_\_\_\_  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Expected Grade \_\_\_\_\_ D or F Repeat? \_\_\_\_\_  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Expected Grade \_\_\_\_\_ D or F Repeat? \_\_\_\_\_  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Expected Grade \_\_\_\_\_ D or F Repeat? \_\_\_\_\_  Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits \_\_\_\_ Expected Grade \_\_\_\_\_ D or F Repeat? \_\_\_\_\_  Be aware you are limited to 6 D/F repeats, and must file a form for each one when you repeat it.  **Were D/F repeat forms submitted to the Registrar’s Office? \_\_\_\_\_ Yes \_\_\_\_\_ No**  Impact on CGPA – Using the ***GPA “What If?” Calculator*** in URSA determine what your CGPA would be at the end of your probation semester using the grades provided above.  **CGPA would be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

I realize that if I do not make sufficient progress toward academic good standing, I will be dismissed at the end of the semester.

I am also aware that I must meet with a representative from the Office of the Dean (see letter) to review this worksheet and complete a full Academic Recovery Plan (ARP). The meeting should occur **EARLY** in the semester.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature Date

You will be contacted via your IUP email to remind you to make an ARP appointment, watch your email during the first weeks of the semester. However, you do not need to wait for the email. It is **YOUR** responsibility to schedule the appointment.

Students who do not make a meeting before mid-term will have a **HOLD** placed on their account that will prevent them from making schedule adjustments and/or future registrations. If you need help adjusting your schedule prior to the semester, do not hesitate to call the Office of the Dean (see letter) and ask for help.