



Center for Academic Achievement Personal Action Plan

Phone: (239) 590-7906 Email: tutor@fgcu.edu Web site: <http://studentservices.fgcu.edu/learning/>

Name: _____ Student ID#: _____

Phone #: _____ Major: _____

E-Mail: _____ Advisor: _____

Area(s) of Concern:

Motivation Memory Skills Reading Skills
 Study Skills Test Anxiety Concentration
 Time Management Math Skills MLA/APA Format
 Stress Management Writing Skills Research Techniques
 Personal Issues Procrastination Other: _____

CAA Recommendation(s):

Tutoring: _____
 Supplemental Instruction: _____
 Learning Style Assessment: _____
 Seminars/Workshops: _____
 Career Exploration: _____
 Mentoring: _____
 Narrative/Follow-up: _____

Department Referral(s):

Financial Aid International Services and Student Life
 Testing Services Personal Counseling and Disability Services
 Career Development Indefinitely Suspended student referred to reinstatement committee

Other: _____

Per FGCU's Academic Warning/Probation policy, your Personal Action Plan outlines CAA's recommendations to support your goal of academic success. All students must see their Academic Advisor for all issues related to registration. This agreement is between the undersigned student and the Academic Retention Advisor and is a memo for record to insure a student is following recommended advice. This agreement is active until the students GPA returns to Good Standing.

CAA Signature

Student Signature _____ Date: _____

Semester: _____ 20__



CENTER FOR ACADEMIC ACHIEVEMENT

Confidential Student Information

*This information is held confidential. It is used to understand the nature of our student body.
This questionnaire is to be completed on a voluntary basis.*

Date: _____

Name: _____ Student ID: _____

Phone #: _____ Email: _____

College: _____ Major: _____ Advisor: _____

Academic Goal: _____

Current Mailing Address: _____

Gender (M/F): _____ Age: _____ Ethnicity: _____

Do you live on campus? Yes No Number of semesters completed at FGCU: _____

Type of student (transient, freshman, etc.): _____ college previously attended: _____

Reason for academic probation: _____

What will help you to excel in college? _____

Other responsibilities:

Employment: _____ hrs per week _____ hrs per month Travel Time to work/return: _____

Where are you employed? _____ Type of work: _____

Do you feel that your work schedule is interfering with your schoolwork? If yes,

Explain: _____

Number of children you have: _____ Ages : _____ Other family that you support _____

Married? _____ How long? _____ Divorced? _____ Engaged? _____

Home city and state: _____ Location of immediate family: _____

Indicate concerns on a scale of 1-10 Example: 1 Not at all 5 Moderate 10 Very Much

Time Mgt. _____ Procrastination _____ Money Mgt. _____ Concentration _____

Stress Mgt. _____ Test Taking _____ Goal Setting _____ Motivation _____ Writing _____

1. Do you need financial assistance? _____
2. Are you feeling lonely or isolated? _____
3. Learning disabilities? _____
4. Use of alcohol? _____
5. Suicidal concerns? _____
6. Depression? _____
7. Use of drugs? _____
8. Overwhelmed? _____
9. Need a friend? _____
10. Difficulties with math? _____
11. Internet Gaming Addictions? _____ Program(s)? _____
12. Other subject difficulties? _____ What subject(s)? _____

Other Concerns:

PLEASE CHECK if you wish to attend one or more of the following:

- **Reading Connections Course** to *increase your reading speed* and comprehension _____ semester: _____
- Career Counseling for assistance with: **Major** _____ **Career c** _____ **Employment** _____
- Meetings with Academic Retention Advisor ____ Topic _____
- **Tutoring** ____ What subject(s)? _____

- Academic Seminars on: **Test-Taking** ____ **Time Management** ____ **Stress Mgt.** ____
- Academic Mentoring with a student (peer) ____ Mentoring with a faculty member ____
- Counseling to select an **Academic Major** ____ Counseling for **personal advice** ____
- Library for assistance with **APA/MLA** ____ Writing Center for assisting with **writing** ____

- **Supplemental Instruction** ____ What subject(s)? _____

How is your study schedule coming? _____

Hours are you studying per week _____ Do you use a Day Planner? ____ Other planner? _____

Are there any courses you're concerned with? _____ Why? _____

Have you spoken to the professor? _____

Have you asked for other assistance? _____ Please explain:

Other Comments:

Are you being tutored in any course? _____ If so, please list the course name, tutor's name, and times you meet. If you need some tutoring assistance or SI (Supplemental Instruction), please sign up in our office or on the Internet.

Cumulative GPA: _____ Course(s) below average:

Other Concerns: _____

Undergraduate Academic Policies and Procedures

2006 – 2007

ACADEMIC GRIEVANCE POLICY

SEE THE STUDENT GUIDEBOOK AND THE OMBUDSMAN SECTION OF THIS CATALOG.

ACADEMIC STANDING/ACADEMIC PROGRESS

FGCU IS COMMITTED TO A POLICY OF HONESTY IN ACADEMIC ACTIVITIES. CONDUCT THAT BREACHES THIS POLICY, INCLUDING CHEATING, PLAGIARISM, AND FALSIFICATION OF UNIVERSITY RECORDS, SHALL RESULT IN ACADEMIC AND/OR DISCIPLINARY ACTION. THE CODE OF CONDUCT, PUBLISHED IN THE STUDENTS GUIDE BOOK, IS A PART OF THE TERMS AND CONDITIONS OF ADMISSIONS AND ENROLLMENT AND APPLIES TO ALL UNDERGRADUATE STUDENTS, GRADUATE STUDENTS, AND STUDENT ORGANIZATIONS.

ACADEMIC STANDING/ACADEMIC PROGRESS

FGCU has established minimum academic standards to which all students must adhere.

UNDERGRADUATE ACADEMIC STANDING/ACADEMIC PROGRESS

Academic actions, such as warning, probation, first suspension, and indefinite suspension are applied to students who fail to meet these academic standards. Such designations do not allow the student to be considered in Good standing as defined below. All actions taken to enforce FGCU standards shall be reflected by notation on the student's academic record; some of these notations can be permanent.

Officially changing a course grade does not reverse these academic actions. An exception can be made when an error is committed and is stated on a Change of Grade form completed by the professor of a course.

Policies on academic warning, probation, and suspension are based on the premise that a student can overcome academic difficulty and make appropriate progress toward a degree. Colleges, schools, and departments may have academic regulations that are more restrictive than those established by the university. It is the student's responsibility to become familiar with all unit regulations and program requirements.

GOOD STANDING

A student is in good academic standing if he or she maintains the required cumulative GPA and is eligible to continue or to re-enroll at the university. The GPA requirements are: 1-18 graded hours-1.81 or above; 19-36 graded hours -1.91 or above; and 37 or above - 2.00 or above. In order to be eligible for graduation, the university requires students to have a cumulative GPA of 2.00.

Academic Notice and Academic Warning

A student who has 18 graded hours or less will be placed on Academic Notice when his/her cumulative grade point average (GPA) falls below or equals 1.80. A student who has between 19-036 graded hours will be placed on Academic Warning when their cumulative GPA falls below or equals 1.90. Academic notice and warning students will need to earn a minimum of 2.00 GPA each semester until his/her cumulative GPA reaches 2.00. Failure to reach 2.00 per semester will result in Academic Probation for the following semester. FGCU is dedicated to assisting students on probation achieve academic success. Notice and warning status requires students to meet with the staff in the Center for Academic Achievement and then his/her respective academic/ college advisors in order to register for the following semester. For additional information concerning academic warning, contact the Center for Academic Achievement.

ACADEMIC PROBATION

A student who has 37 or more graded hours placed on Academic Probation when his/her cumulative grade point average (GPA) drops below 2.00. A student placed on academic probation must earn a minimum semester GPA of 2.00 for each semester after being placed on academic probation, until his/her cumulative GPA reaches 2.00 or higher. Failure to reach 2.00 per semester will result in First Academic Suspension for the following semester. FGCU is dedicated to assisting students placed on probation achieve academic

success. A student placed on academic probation will be restricted from registration until he/she meet with a Center for Academic Achievement representative and their respective academic university/college advisors. For additional information concerning Academic Probation, please contact the Center for Academic Achievement.

FIRST ACADEMIC SUSPENSION

A student on Academic Probation who fails to earn a semester GPA 2.00 will be suspended. The first academic suspension will last for one semester; after which the student will return to probationary status. Prior to registering, suspended students must meet with the Center for Academic Achievement and their respective academic university/college advisor to develop a plan for achieving a cumulative GPA of 2.00 or higher. Suspended students will return to the University on Academic Probation. Academic Suspensions are noted on the student's official academic transcript.

INDEFINITE SUSPENSION/ACADEMIC DISMISSAL

A student who has been re-admitted following the first academic suspension and who fails to achieve a semester GPA of 2.00 will be suspended indefinitely from the university. Readmission will not be considered for a minimum of one year for any student who has been put on indefinite suspension. Indefinite suspension will be noted on the student's official academic transcript.

READMISSION AFTER INDEFINITE SUSPENSION

A student may petition the Academic Standards Committee for re-admission after the second semester of his/her indefinite suspension. Any petition for re-admission must be filed at least eight weeks prior to the semester in which re-admission is sought. The student's request for re-admission must contain:

- A completed Request for Re-admission After Indefinite Suspension form.
- A personal statement and plan of action that would reflect a sincere change in attitude or his/her higher education.
- Letters of recommendation for re-admission from the following.
 - a) The student's university/college advisor.
 - b) Program faculty who have taught the student and/or program leadership.
 - c) Center for Academic Success Contact Log of Compliance.
 - d) Any other letter(s) of support the student wishes to submit.

Petitions must be submitted with all documents attached by the stated deadline period to:

*The office of the Registrar, Florida Gulf Coast University,
10501 FGCU Boulevard South, Fort Myers, FL 33965-6565*

The student's re-admission petition will be reviewed by the Academic Standards Committee and the student will be notified of the committee's decision by mail. Students have the right to attend the Committee meeting in which their petition is being heard. Notification of review will be mailed to the student.

If the student believes that there is a procedural error, he or she may petition the university ombudsman for review. The provost makes the final determination regarding the petition.

EARNING CREDIT WHILE SUSPENDED

A FGCU freshman or sophomore student who receives a first or indefinite suspension and who subsequently receive an AA degree from another Florida public community college or SUS institution may seek to be re-admitted to the university. Students who attend other colleges or universities following first or indefinite suspension and re-apply and re-admission will be based on total educational records.

I understand all the policies and procedures outlined in this package.

Student's Signature _____ **Date** _____