Academic Recovery and Probation Conference Journal

The primary purpose of the Academic Recovery and Probation Conference Journal is to guide conference discussions and monitor student’s academic progress.

January/September
Discussion: Class Schedule adjustment, GPA review, Strive for Excellence (establish expectations, empower and motivate student), Introduce the Academic Recovery Plan (ARP), Academic Preparation Plan (APP), Scholars Hour, and Academic Resources
Example: Met with Student to discuss Scholars Hour, and Academic Preparation Plan (APP).
  - Student is using the APP and finds it helpful. Sometimes finds is difficult to stick to the plan but forces self to stick with the plan.
  - Wakes self and is on time for class.
  - Student has allowed 6 hours of study time for each class and plans to participate in the Scholars Hour.
  - Student participates with church activities and friends on Saturday and Sunday.
  - Student appears to be happy and greatly relieved that he is doing better academically. Has not had any exam yet.
  - Next conference is__________.

February/October
Discussion: Time Management –review and modify Academic Preparation Plan, Papers, Projects, Exams, Quizzes Due Dates, Discuss Warning Notices, Class Attendance, Scholars Hour
Example: Met with student to discuss Time Management, Academic Performance, and overall Academic needs/issues.
  - Time Management is a concern. Unable to control time and doesn’t invest enough time for class preparation and review.
  - Completed Academic Preparation Plan (APP). Did an excellent job. See comments on Plan.
  - Classes are going very well.
  - No personal/family issues to be discussed.
  - Next conference is__________.

March/November
(Discussion: Mid Semester Review, i.e., Focus Report, Exams, Papers, Projects, Projected Semester G.P.A., Time Management)
  - Next conference is__________.

April/December
(Discussion: Papers, Projects, etc. completion; Preparation for Final Examinations)
  - Next conference is__________.