

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 it 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 _____.