

ACADEMIC PROGRESS PLAN

Student Name:

Student ID #:

The Progress Plan is required for students on Academic Probation. This process provides an opportunity for the student, together with their adviser and a designated staff member in Student Life, to develop a plan for academic success in the student's next semester of enrollment.

Procedure:

1. Contact your academic adviser

Make an appointment with your adviser to discuss your academic goals, challenges, and strategies for improvement. Review this form in advance, as it will serve as the basis for your discussion.

2. Meet with Student Life

A staff member in Student Life will be assigned to you. That staff member will contact you to schedule a meeting to discuss available resources, strategies, and tools to support your academic recovery and complete the Progress Plan.

3. Submit your completed progress plan to the Registrar's Office.

The signatures of both your adviser and your assigned staff member in Student Life are required. You may submit the form by email (registrar@reed.edu) or at Eliot 311.

Deadline:

Steps 1 and 2 above must be completed before submitting your Progress Plan.

Your completed plan, including all required signatures, must be received by the Registrar's Office no later than Friday of the second week of your next semester of enrollment.

Academic Requirements:

To be removed from Academic Probation and return to Good Academic Standing, the following academic standards must be met in your next semester of enrollment:

- **Complete at least 3 units**
- **Earn no grades of F**
- **Earn no more than one grade of D**

Failure to meet the above standards may result in continued academic probation, denial of registration, or, in some cases, dismissal from the College.

If you do not submit a Progress Plan, this factor will be considered by the faculty during their next academic review.

Students on Financial Aid:

Federal financial aid standards regarding satisfactory academic progress can be stricter than the guidelines recommended above, both in terms of cumulative GPA and the number of units earned. If you are on financial aid or planning to apply for aid, contact the Financial Aid office (financial.aid@reed.edu) to discuss your situation.

Preparing for Progress Plan Meetings:

1) Reflect on the challenges you experienced in the prior semester

Identify the challenges that affected your academic performance. Consider both personal and academic factors. Please note that your adviser and the Office of Student Life are not confidential resources. If you need to discuss personal matters confidentially, please contact the Health & Counseling Center at 503-517-7349.

2) Develop strategies to overcome these challenges

Evaluate your non-academic commitments, study habits, and daily routines, and consider reducing any commitments that may interfere with your academics. Consider which resources may be helpful to you, including the following resources available to you at Reed College:

- [Office of Academic Support](#): Peer tutoring, academic coaching, and study skills development
- [The Writing Center](#): Support with writing and revision
- [Health & Counseling Center](#): Address health and/or mental health concerns
- [Disability and Accessibility Resources](#): If you believe you may need accommodations, please contact Disability and Accessibility Resources. You are encouraged to begin the accommodations process as soon as possible once a potential accommodation need has been identified.
- [Class Attendance](#): Contact your instructor if you need to miss a class, participate in office hours.

3) Be mindful of the academic standards to be met during your next semester

- Complete at least 3 units
- Earn no grades of F
- Earn no more than one grade of D

During the Progress Plan Meetings:

Record below the strategies that you develop with your adviser and Student Life. To ensure a return to Good Academic Standing, commit to implementing these strategies next semester:

By signing this form, I agree to implement these strategies and affirm my understanding of the academic requirements:

Student Signature:

Date:

By signing this form, I approve of this student's Progress Plan:

Advisor Signature:

Date:

Student Life Signature:

Date: