

## PROGRESS PLAN

Reed College

Student Name:

Year in School:

Reed ID:

Reed email:

Major:

Adviser name:

The progress plan is required for students who have made less than satisfactory progress in a semester. The progress plan provides an opportunity for the student, together with the adviser and a dean in student life, to develop a plan for academic success in the coming semester.

### Requirements:

1. After you are notified of your academic status at the end of a semester, contact **Student Life** (503-517-7396, Eliot 218, student-life@reed.edu) to arrange a meeting with a dean. At that meeting, you will discuss resources, strategies, and tools to develop your progress plan.
2. Contact your **academic adviser**. To prepare for this meeting, review this form in advance as it will serve as the basis for your discussion.
3. Submit your completed progress plan to the **Registrar's Office**, with the signatures from Student Life and your adviser, by email to [registrar@reed.edu](mailto:registrar@reed.edu).

**Deadline:** steps 1 and 2 can be completed in any order, but both are required. Your plan should be received by the Registrar's Office no later than the end of the **second week of the new semester**. Your plan is then stored in IRIS and will be available to you and your adviser for reference in the Student Information section under the Documents tab.

Satisfactory completion of the standards outlined in an approved progress plan normally results in a student returning to good standing. Failure to meet the level of academic performance and/or the strategies outlined below for the next semester may result in denial of registration or in some cases dismissal from the College. (See [Guidebook: Evaluation of Students](#))

**As part of my progress plan, I accept all of the following academic standards to be met in the upcoming semester:**

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

**I will implement the following strategies to support a successful semester ahead:**

Student signature:

Date:

Academic Adviser signature:

Student Life signature:

A **Progress Plan meeting** consists of three parts:

- 1) Reflect on the difficulties you experienced in the prior semester
- 2) Develop strategies for overcoming these difficulties
- 3) Review the academic standards to be met during the upcoming semester

### 1. **Nature of difficulties**

Think about and explain what happened during the last semester that caused you to have difficulty in your course(s). Be as thoughtful as possible; consider personal as well as academic matters. Keep in mind that your adviser and the office of Student Life are not confidential resources. If you would like to discuss any personal concerns confidentially, please contact the Health & Counseling Center at 503/517-7349.

### 2. **Strategies**

In developing your plan to return to good academic standing, first identify the specific difficulties that interfered with your academic success. Evaluate your non-academic commitments, study habits and daily routines - assess and reduce other commitments that may interfere with your academics. Consider which resources would be helpful for you.

[Office of Academic Support](#) for tutoring academic coaching, study skills development (insert links)

[The writing center](#) - for support with writing

[Counseling](#) - the Health & Counseling Center to address health and/or mental health concerns

[Class attendance](#) - contact your instructor if you need to miss a class.

[Faculty office hours](#) - schedule more frequent check-ins with your academic adviser

### 3. **Academic Standards**

To be removed from probationary status, you should complete a normal course load of 3 - 4.5 units per semester and earn grades no lower than one D. When specifying academic standards in your progress plan be sure not to aim too high or too low. For example, a plan to receive all B grades may be a valuable aspirational goal, but too much of a stretch this semester. You may include both the "default" goal of minimum requirements and an *aspirational* goal at the level you hope to achieve. Also note that if your past record is not satisfactory (e.g., a C- average or less) even the minimum proposed grades may not be adequate to demonstrate that you are capable of successful full-time work at Reed. This can be a concern if you are beyond your first year at Reed or have been on academic probation before.

If the standards of the progress plan are met by the next grade review, a student usually will be removed from probationary status. If the standards are not met, a student may be denied registration (for one or two semesters), or dismissed from the College. In some cases where the student shows some improvement, the faculty may agree to continue the student's probationary status. Please be aware that if you do not submit a progress plan, this will be a factor considered by the faculty when they review academic progress at the next grade review.

#### **Students on Financial Aid:**

It is important to note that 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](mailto:financial.aid@reed.edu)) to discuss your situation.

If you feel you may require accommodations, please contact [Disability and Accessibility Resources](#).