

SO, WHAT IS A PROGRESS PLAN?
Reed College
Student Life/Office of the Registrar

The progress plan is designed for students who have made less than satisfactory progress in a semester. It is required for students on probation and recommended for students on warning. 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.

A progress plan consists of three parts: 1) a description of the difficulties the student experienced in the prior semester, 2) strategies for overcoming these difficulties, and 3) the academic standards to be met during the upcoming semester. If the standards of the progress plan are met by the next grade review, a student usually will be removed from probation. 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 on probation.

Guidelines:

In developing *your* plan to return to good academic standing, first identify the specific difficulties that interfered with your academic success and then consider which resources would be helpful for you to access. For example, visit the Health & Counseling Center to help address health and/or mental health concerns; work with the office of Academic Support for tutoring, academic coaching, or study skills development; schedule more frequent check-ins with your academic adviser; and assess and reduce other commitments that may interfere with your academics.

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.

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; however, 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.

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 to discuss your situation.

Procedure:

1. When you are notified of your academic status make an appointment with your **academic adviser**. To prepare for this meeting complete the worksheet below. This worksheet will serve as the basis for your discussion with your adviser and will assist you when completing your formal progress plan.
2. **Meet with your adviser to complete your progress plan**, and have it signed by your adviser.
3. Contact Student Life (503-517-7396, Eliot 218, student-life@reed.edu) to arrange a meeting with a **dean in student life**. At that meeting, you will review your plan and discuss resources, strategies and tools that might be helpful to you.
4. **Submit your completed progress plan**, with the signatures of your adviser and the dean, to the **registrar's office** by the end of the second week of the semester.
5. Your approved progress plan is available to you and your adviser in **IRIS** in Student Information under Documents.

STUDENT WORKSHEET (to be retained by the student after review with the adviser)**Nature of difficulties:**

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

Academic standards:

Consider the minimum standards the College has set for removal from probation (full course load, no grades worse than one D grade) and any other academic standards that may affect you, (e.g., financial aid requirements, visa requirements, etc.). Are these standards reasonable for you? You may wish to list both minimum standards and aspirational ones.

Strategies for successfully meeting the academic standards:

What must you do and what resources will you engage to help you succeed academically this semester? Consider tutoring, the writing center, counseling, class attendance, faculty office hours, evaluating your non-academic commitments, study habits, routines, etc.

(Keep this worksheet for your reference)

PROGRESS PLAN

Reed College

Student Name: _____

Year in School: _____

Reed ID: _____

Reed email: _____

Major: _____

Adviser name: _____

The student completes this form in consultation with their faculty adviser. Once the student and adviser have signed the progress plan, the student meets with a dean in student life to discuss the plan and its implementation. **The completed form**, including signatures of the student, the adviser, and a dean in student life, should be submitted to the **Registrar's Office** in Eliot 311 or at **registrar@reed.edu**, by the end of the **second week of the semester**. The approved plan becomes part of the student's academic file and is visible in IRIS under Documents.

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 in this plan for the next semester may result in denial of registration or, in some cases, dismissal from the College.

I accept the minimum academic standards to be met:

- complete 3 units
- no grade of F
- no more than one D grade

Additional goals, if any:

Strategies for meeting these standards:

Student Signature _____

Date _____

Adviser Signature _____

Date _____

Dean Signature _____

Date _____