

Student Name _____
Student ID# _____
Advisor Name _____

ACADEMIC SUCCESS



A Program through the Student Success Center of
Aims Community College

General Services Building
970-339-6251
Loveland Campus
970-667-4611, ext. 3312
Ft. Lupton Campus
303-857-4022, ext. 4303

HELP YOURSELF OFF PROBATION

This self-help program is comprised of a series of steps that probation students are required to work through in order to be able to continue to register for classes at Aims Community College. A college education demands some adjustments and new habits which are critical for you because you are on Academic Probation. The Academic Success Program packet is a tool designed to help you learn enough about yourself to enable you to make the necessary changes to return to Academic Good Standing.

The steps include:

1. an explanation of the Academic Standards policies,
2. worksheets that will help you discover what changes you can make to improve your academic standing,
3. a list of campus resources that are ready to assist you with meeting your education and personal goals, and
4. meeting with an Academic Advisor in the Student Success Center.

Upon completion of this program packet, you will need to schedule an appointment with an Academic Advisor. Please bring the completed packet with you to your appointment so you and your advisor can discuss the contents.

Please schedule an appointment with an Academic Advisor at one of these locations:

Greeley Campus: 970-339-6251 (General Services, Room 250)

Loveland Campus: 970-667-4611 ext. 3312

Ft. Lupton Campus: 303-857-4022 ext. 4303

We in the Student Success Center believe you are capable of succeeding at Aims Community College. Whether you return to Good Standing or are dismissed from the college will depend on your decisions. Making good decisions will help you to be more successful in meeting your educational goals, to gain knowledge and understanding that will lead to a degree, and to realize a more positive future.

ACADEMIC SUCCESS CHECKLIST

The check-off list below outlines the steps you must complete. Once you complete steps I, II, and III, you will then be prepared to make an appointment and meet with a Student Success Center Academic Advisor. After review of your completed packet you will be eligible to register for classes. You will remain on registration hold until your cumulative GPA is a 2.00 or above. Omitting any of the following steps may delay your eligibility to register.

- STEP I – Academic Standards Policy
I read and understand the Academic Standards Policy.
- STEP II – Academic Obstacles and Solutions Worksheet
I have read and identified obstacles (page 6), solutions (page 7), and have completed the worksheet (page 5). I desire to return to Academic Good Standing and have begun the process by completing the attached work sheet that will help me achieve academic success.
- STEP III – Academic & Personal Goal Setting
I have completed my academic and personal goals (page 8) and have listed what steps I plan to take to achieve these goals.

You are responsible for completing steps I, II, and III before meeting with a Student Success Center advisor.

NO WALK-IN ADVISING

- STEP IV – Academic Advising Appointment
I have scheduled an appointment to meet with a Student Success Center Academic Advisor.
(Bring this completed plan and the signed worksheets to your appointment. Without completed worksheets the Advising session will be re-scheduled. No late registrations will be allowed without instructor permission.)
- STEP V – Review this Academic Success Plan with a Student Success Center Academic Advisor
- STEP VI – Academic Support Resources
To be discussed with the student during the advising appointment. A referral form (page 9) may be provided to the student for additional assistance.

To be signed upon the completion of the advising session:

_____	_____
Student Signature	Date
_____	_____
Advisor Signature	Date

Note: Copy will be made by advisor for student file

STEP I

**AIMS COMMUNITY COLLEGE
Academic Standards Policy**

Beginning fall 2005, Aims Community College implemented an Academic Standards Policy which ensures that degree and certificate seeking students maintain satisfactory academic progress. To remain in Academic Good Standing, a cumulative GPA of 2.0 or higher must be maintained. Academic Good Standing is required to be eligible to receive a degree or certificate. Students who achieve less than a 2.0 cumulative GPA will be placed on Academic Probation as a warning that their academic progress is unsatisfactory.

Once placed on Academic Probation, students will have a registration hold placed on their records temporarily preventing further registration activity. Removal of the hold is contingent upon completion of an Academic Success Plan and subsequent meeting with an Academic Advisor in the Student Success Center. The purpose of this requirement is to help students recognize obstacles that have impeded academic success and to identify solutions that will contribute to improved academic performance. Please note that Academic Probation differs from Financial Aid Probation. Any concerns regarding Financial Aid status and eligibility should be directed to the Student Financial Assistance office for further information.

Students on Academic Probation status who do not demonstrate improvement in the following semesters may be placed on Academic Suspension. Students who are academically suspended from Aims Community College will need to submit a written appeal for reinstatement which will be forwarded to the Academic Standards Appeals Committee for review and decision. The Committee will be comprised of representatives from faculty, student services and administration. If an appeal is denied, students will be required to sit out a term, reapply for admission, and develop an Academic Reentry Plan with the Student Success Center at the time of reapplication. A full explanation of the appeal process will be made available to students placed on Academic Suspension.

If you are experiencing academic difficulties, you are urged you take immediate action to improve your academic performance to avoid Academic Probation status. In addition to requesting assistance from your instructor or advisor, you may also get help from a variety of academic resources available to students on the Greeley, Loveland, and Fort Lupton campuses. A listing of **Academic Resources by Campus** is available for your reference through Web Services on the Student Page under *Academic Standards*.

At Aims Community College we are very interested in your success. Please use the resources available to you to achieve your educational goals. Questions or inquiries about the Academic Standards Policy may be referred to the Dean for Student Services, General Services building, room 236 or by calling (970) 339-6258.

.....
I have read and understand the information contained above:

Student Signature

Date

STEP II – ACADEMIC OBSTACLES AND SOLUTIONS WORKSHEET

You are currently on Academic Probation because of poor grades. The Student Success Center is committed to helping you be successful and achieve Academic Good Standing. Take some time to complete the remainder of this plan, attaching additional pages if needed. Honest identification of obstacles will lead to realistic solutions and a workable action plan for academic success.

A. Academic Obstacles – Using the attached list of obstacles on page 6, identify and list 4 of your most significant obstacles and how they are interfering with your academic success.

Obstacles	How does this obstacle interfere with your academic success?
1.	
2.	
3.	
4.	

B. Possible Solutions to Your Obstacles – Using the attached list of solutions on page 7, list up to 4 solutions for each of the obstacles listed above.

Obstacles	Solution #1	Solution #2	Solution #3	Solution #4
1.				
2.				
3.				
4.				

C. Balancing My Solutions Choices – List the 4 most viable solutions you are willing to do and how they will help you and what additional problems may result.

Solution	How will this solution help me? (i.e. Which obstacle will it confront?)	What additional problems may result? (i.e. Will it be worth the cost?)
1.		
2.		
3.		
4.		

D. Plan of Action

Using your solutions, write down what changes you plan to make and by when.

(This is a contract with yourself.)

1. _____ BY: _____

2. _____ BY: _____

3. _____ BY: _____

4. _____ BY: _____

Obstacles

Time Management

- Too much TV/Internet/Games
- Too much social life
- Overextended in my _____
- Use cell phone too much
- Other

Family

- Parent interference/pressure
- Spouse/Children problems
- Household obligations
- Pregnancy
- Physical abuse
- Relationship problems
- Divorce or Separation
- New Marriage
- New independent status
- Family health problems
- Other

Financial

- Worried about money
- Financial aid requirements
- Inadequate Financial aid
- Spouse not working
- Too many debts
- Time limit on school funds
- Other

Work Related

- Must work to survive
- Work too many hours
- Problems with the boss
- May lose job
- Conflicts with the job
- No part-time work available
- Conflicts at work
- Lack of computer/internet
- Lack of phone
- Lack of transportation
- Other

Personal

- Stressed all the time
- Roommate problems
- Cultural pressures
- Relationship worries
- Loss of family member or friend
- Loneliness
- Being Single
- Depression
- Socially uncomfortable
- Substance abuse
- Rape or assault
- Health/Medical worries
- Illness
- Housing problems
- Value conflicts
- Transportation issues
- Dislike Aims
- Demanding Church
- Commitment
- Commuting
- Negative attitude
- Other

Fear

- Failure
- Not being perfect
- Accomplishments
- Pressures
- Success
- Commitment
- Making decisions
- Making mistakes
- Task too difficult
- Don't know who to contact with concerns
- Other

Degree Requirements

- Core requirements
- Academic Policies
- GPA requirements
- Parental pressure
- Other pressure
- Classes unavailable
- Classes at conflicting times
- Classes/schedule not convenient
- Poor class selection
- Selecting a major
- Major not offered
- Unhappy with major
- Other

Academic/Study Skills

- Learning Disability
- Poor study habits
- Poor note-taking skills
- Poor concentration
- Poor time management
- Poor study environment
- Ineffective studying time
- High anxiety
- Inferior Preparation
- Inadequate reading skills
- Inadequate writing skills
- Inadequate math skills
- Inadequate computer skills
- Unhappy with instructor
- Impersonal instructor
- Impersonal staff
- Poor academic advising
- Previous failure
- Unclear education goals
- Failure to listen to staff/faculty
- Failure to ask questions when working with staff/faculty
- Other

Solutions

Solutions that are followed by (*) indicate resources available on campus. See next page for a list of campus resources.

Time Management

- Set goals *
- Reward yourself
- Say NO!
- Use to-do list
- Time management workshop *
- Turn cell phone off
- Other

Family

- Discuss goals *
- Attend to children first, then require solitude
- Develop a routine
- Delegate duties
- Take family member to get medical help
- Get communication help
- Attend parenting classes
- Attend marriage or family counseling
- Obtain family planning help
- Other

Financial

- See financial planner
- See tax accountant for deductions
- Contact Student Financial Assistance about loans/grants *
- Explore credit for prior learning options *
- Consider part-time schooling
- Develop a degree plan*
- Other

Work Related

- Get a different job *
- Develop problem solving skills
- Find a job *
- Spouse gets a job
- Change position within job
- Reduce hours working
- Quit job
- Other

Personal

- Attend stress management workshop *
- Attend assertiveness training workshop
- Get personal counseling
- Attend group counseling
- Visit a medical doctor
- Join club or organization *
- Read self-help books
- Listen to motivational tapes
- Develop problem solving skills *
- Attend problem solving class *
- Take semester off while working on problems
- Say NO!
- Car pool/ride bus
- Other

Degree Requirements

- Consult with Academic Advisor *
- Use Student Success Center resources *
- Consult with faculty advisor *
- Change major *
- Change schools
- Other

Academic/Study Skills

- See Tutorial Services for tutoring assistance *
- Attend study skills seminars/class *
- Use study skill self-help brochures/materials
- Visit with Professors *
- Change study environment
- Form a study group
- Change instructors
- Ask questions during advising
- Change academic advisors *
- Attend goal-setting workshops
- Get career counseling *
- Know drop deadlines & procedures *

STEP III – ACADEMIC & PERSONAL GOALS

One of the most important components of both college and life long success is learning to identify and establish goals. By identifying your short and long term goals you give yourself something to work toward, which often makes it easier to stay motivated.

Take a few minutes and answer the following questions.

What are the reasons you are attending college?

What short-term goals have you set for yourself?

What steps will you need to take to reach these short-term goals?

What long-term goals have you set for yourself?

What steps will you need to take to reach these long-term goals?

How can you use your plan of action to meet your goals?

ADVISOR COMMENTS: _____

STEP V – RESOURCES REFERRAL FORM

RESOURCE BEING REFERRED TO STUDENT:

_____ Location _____
Resource Department Name

_____ Location _____
Referred by (Advisor Name)

ATTENTION ACADEMIC RESOURCE OFFICE:

The following student is being referred to you to seek assistance in meeting their academic goals:

Student Name _____

Aims Number _____ Phone Number _____

E-mail _____ Date _____

Student’s goal/objective in meeting with this office (to be completed by student):

Resource Office Comments:

Signature

Date

REFERRAL OFFICE WILL RETURN FORM TO ADVISOR FOR FOLLOW-UP PURPOSES.