



Student Name: _____ Student ID: _____

Academic success is an ongoing process for most students. Study skills, time management, academic expectations and personal issues can impact your ability to be successful in the classroom. This action plan is designed for you to sit down with your academic advisor and identify areas that you need help with and then devise steps to help you become successful and advance towards your degree. Before meeting with your academic advisor, take time to reflect what is going on with your academics. Are you having trouble managing your time? Are you working more than 20 hours a week? Do you have additional responsibilities? Are you struggling to read the materials, or take notes in class? Do you understand what the academic expectations are for your course(s)? Are you having difficulty in one class or several classes? List what you are struggling with and then, in conversation with your academic advisor, develop steps towards your goal.

Below are additional areas to think about regarding your academic success.

I. CLASS ENROLLMENT/ASSIGNMENTS

- I plan to attend all of my classes.
- I plan to complete all classroom assignments and submit them on time.
- I plan to meet with my professors when I have questions about the class.
- I understand what is expected of me in the classroom.

II. ACADEMIC ADVISING

I plan to meet with my academic advisor to review my academic progress and to strategize about ways to continue being successful.

Advisor: _____

Date(s): _____

Time: _____

III. TUTORING

I am aware of tutoring services offered on both campuses and online, and I plan to use them for the following course(s):

Other strategies to help me become successful in the classroom:

I, _____, in constitution with my academic advisor have worked out a plan of action to address issues that are impeding my success in the classroom. The goal of this plan is to help me become academically successful. My action plan is dynamic and constantly being revised to meet my needs as a student.

Resources to help you become successful: Academic Advising and tutoring resources.

Initial:

_____ **I understand that my academic success is my responsibility.**

_____ **I will meet with my academic advisor each term to discuss my class schedule for the next term.**

_____ **I understand that if I am receiving financial aid, I agree to adhere to this Action Plan and to meet satisfactory academic progress (SAP) standards for financial aid. Refer to the SAP policy available in Student Services or online at www.cgcc.edu/financial-aid.**

_____ **I understand that if I am receiving financial aid and fail to meet federal financial aid standards, I will no longer be eligible for financial aid at CGCC.**

Student Signature

Date

Academic Advisor Signature

Date

SUBMIT COMPLETED FORM TO THE COLUMBIA GORGE COMMUNITY COLLEGE'S FINANCIAL AID OFFICE

Submit completed form to Columbia Gorge Community College's Financial Aid Office:

Mailing Address: Department of Financial Aid | 400 East Scenic Drive | The Dalles, OR 97058

Fax: Financial Aid Office · 541-506-6021

Email: financialaid@cgcc.edu

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