

Instructions

Students on academic probation or returning from suspension must complete an Academic Improvement Plan (AIP) with their advisor. The guidelines pertaining to suspension and probation are explained in the university’s policy on [Academic Standing](#).

Part 1 – Student Information (completed by the student)

Name: _____ DSU ID: _____

Email: _____ Phone: _____

College: Business & Aviation Education, Arts, & Humanities Nursing, Health, & Sciences

Division/School: _____

Current Major: _____

Desired Major (if applicable): _____

Self-Assessment – Please select the factors that have impacted your academic performance.

Academic

- Too many courses
- Difficult coursework
- Unable to understand professor(s)
- Study skills
- Time management
- Test-taking skills
- Need to select another major
- Other _____

Personal

- Health issues
- Working too many hours
- Pressure, stress, anxiety
- Extra-curricular activities
- Roommate or relationship issues
- Family situation
- Transportation issues
- Other _____

University Resources – Identify resources that will help you reach your academic goals. Select all that apply.

- Student Success Center Counseling/Disability Services Library Services
- Writing Center Health Services Tutoring/Study Skills
- Other _____

Time Management – Create a schedule by selecting time slots for attending class, studying, homework, and course preparation. (To improve time management, it is advisable to keep a personal calendar with specific details of all your activities.)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-8:00 AM					
8:00-9:00 AM					
9:00-10:00 AM					
10:00-11:00 AM					
11:00-12:00 AM/PM					
12:00-1:00 PM					
1:00-2:00 PM					
2:00-3:00 PM					
3:00-4:00 PM					
4:00-5:00 PM					
5:00-6:00 PM					
6:00-7:00 PM					
7:00-8:00 PM					
8:00-9:00 PM					
9:00-10:00 PM					

Part 2 – Student Status (complete with your advisor)

Cumulative GPA: _____ Institutional GPA: _____ Semester GPA: _____

Current Status: ___ Probation ___ Seeking Readmission from: ___ Suspension ___ Dismissal

Number of times on Academic Suspension _____

Previous Term(s)/Year(s) of Suspension: _____

 Last Term and Year of Attendance: _____

Comments: _____

Part 3 – Academic Advisement (complete with your advisor)

Students on academic probation including students readmitted after suspension are limited to registering for a maximum of **15** credit hours during a regular semester (e.g., fall/spring). Any enrollment beyond this limit requires the approval of the student's advisor, chair, and dean.

What courses do you plan to take?

Semester and Year: _____

Courses: _____ = _____
Total hours

Comments: _____

Advisor Recommendations:

_____ Regular meetings with instructors. Frequency: _____

_____ Regular meetings with advisor. Frequency: _____

_____ Other _____

Note: The advisor will assist students in identifying relevant university resources that may support their academic and personal goals. To achieve this, the advisor will initiate contact with the relevant departments via email and make an introduction on behalf of the student. This communication will enable the student to establish meaningful connections with university personnel who can provide them with the necessary guidance, support, and resources.

Part 4 – Signatures

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Chair Signature: _____ Date: _____

Part 5 – Academic Improvement Plan Status (completed by the Dean)

AIP Approved: Yes No **Academic Holds Removed:** Yes No

Decision: Cleared for Enrollment (Student may register for classes.)
 Cleared for Readmission (Student must be readmitted by the Office of Admissions before registering for classes.)
 Recommended for Readmission (Student must be approved by the Provost, and readmitted by the Office of Admissions before registering for classes.) **See Part 6**
 Denied. Student can reapply for _____ (semester/year)

Comments: _____

Dean Signature: _____ **Date:** _____

Form Status: Is Part 6 required for this Academic Improvement Plan? Yes No

If Part 6 is required, the Dean’s Office will forward the AIP to the Provost.

Procedure if Part 6 is not required: The Dean’s Office will submit the completed AIP to the Registrar’s Office and Academic Affairs. If the student has been suspended, a copy of the AIP will also be sent to the Office of Admissions for the student’s readmission process.

Part 6 – Reinstatement after Academic Dismissal (completed by the Provost)

Academic Dismissal Policy – Students having three academic suspensions are dismissed from the University. They may appeal to the Provost/Vice President for Academic Affairs for readmission after a period of three years.

Decision: Cleared for Readmission Denied until _____ (semester/year)

Comments: _____

Provost Signature: _____ **Date:** _____

After completing Part 6, the Office of Academic Affairs will submit the completed AIP to the Registrar’s Office and the Office of Admissions for the student’s readmission process.

Disclaimer: Although this academic improvement plan is used for readmission, it does not guarantee financial aid. Please contact DSU’s Office of Financial Aid to determine eligibility.