TO THE ADVISOR:
An Academic Support Plan of Action is required for any student who is on Academic Probation. A plan may be written for other students. The Advisor is responsible for completing this form in consultation with the Counselor, the Student Life Instructor and the student within one week of Registrar distributing the grades. The Advisor keeps a copy and provides copies to the student, the Counselor and the SLI, then forwards the original to the Registrar (Watts 102). The Registrar will mail a copy to the student’s parents/guardians and place a copy in the student’s file.

TO THE PARENTS/GUARDIANS:
This Academic Support Plan of Action is designed to assist the student in developing strategies and/or taking advantage of resources which can help the student be more successful at NCSSM. Please contact the Advisor if you have any questions or comments about this plan or other concerns about the student’s academic life at NCSSM.

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COURSE(S) OF CONCERN:

______________________________________________________________

ACADEMIC GOAL(S) FOR THIS TERM:

______________________________________________________________

PLAN FOR ACHIEVING THE GOAL(S): Attend Supervised Study Mondays-Thursdays

______________________________________________________________

FOLLOW UP:

Who will monitor student’s work within the plan? ________________________________________________________________

What adults need to be aware of this plan and to be kept informed as to student’s progress? ____________________________

Which member(s) of the Academic Support Team will keep these adults informed, and by what means? __________________

______________________________________________________________

This Academic Support Plan of Action is in effect until the end of the next grading period when grade reports are distributed.

OFFICE USE ONLY: VCAP Initials_____ Date_____

08.04.2003