

# Academic Improvement Plan

Student Name: \_\_\_\_\_ Coach: \_\_\_\_\_

**Instructions:** Complete the Academic Improvement Plan and submit to your RISE Coach for review, discussion, and approval. Academic Improvement Plans are designed to help you develop strategies and behaviors to help you reach your academic performance expectations.

**Which factors do you believe contribute to your academic difficulties?**

1. I am enrolled in the following courses for the \_\_\_\_\_ Term:

Course

Units Repeat

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. What are your academic goals?

3. What are your career goals?

In carrying out my plan for improving my academic standing, I will: (Check all that apply.)

4. \_\_\_\_\_ **Limit** my employment and co-curricular commitments as follows (Please be specific):

5. \_\_\_\_\_ **Meet** with my instructors regularly to ensure that I understand and meet their course expectations.

6. \_\_\_\_\_ **Seek** assistance in the following areas from the following resources:

<b>Service</b>	<b>Resource</b>	<b>(Check those to be used)</b>
• Time Management (study skills, etc.)	Academic Resource Center	_____
• Tutoring	Academic Resource Center	_____
• Tutoring (Math and Chemistry)	Math Assistance Center/Chemistry	_____
• Writing	Writing Center	_____
• Emotional/Psychological	Counseling Center	_____
• Health and Wellness	Student Health Service/Intramurals and Recreation	_____
• Campus Life	RISE Coach/Residence Life	_____
• Academic Motivation/Direction	Academic Advisor/Faculty/RISE Coach	_____
• Career Preparation and Direction	Career Development and Placement Assistance	_____
• Finances	Financial Aid	_____

7. \_\_\_\_\_ **Meet** with \_\_\_\_\_ (Academic Advisor) by \_\_\_\_\_ (Date) to review my academic progress.

8. \_\_\_\_\_ **Attend** my classes consistently and **Schedule** at least 2 hours of study for every hour in class.

9. \_\_\_\_\_ **Other** (if applicable):

I hereby agree to abide by the terms of this improvement plan:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RISE Coach: \_\_\_\_\_

## Weekly Time Management Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
Noon							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
Midnight							
1:00 a.m.							
2:00 a.m.							
3:00 a.m.							
4:00 a.m.							
5:00 a.m.							

## Weekly Time Management Schedule – Directions

**Directions:** Complete the Weekly Time Management Schedule according to the steps below.

1. Fill in your fixed time commitments. These are activities that recur weekly at specific times on specific days. Fixed time commitments may include:
  - Classes (enter class name)
  - Commuting
  - Employment/Internship
  - Meetings and appointments
  - Sleep
2. Fill in approximate times for your flexible activities. These are things that you must do but not necessarily at a particular time. Flexible activities may include:
  - Religious services
  - Entertainment
  - Meals
  - Shopping and errands
  - Exercise/recreation
  - Social activities/social media
3. Look at the remaining time and plan your study time.
4. Write your study times in your time management schedule. For each hour you schedule, write the subject you intend to study and the kind of work you intend to do such as “Psychology – Review Lecture.”
5. When you have completed scheduling your time, look over the entire week and evaluate the plan. Does it cover all the things you need to do over the week? Is it representative of a typical week? Are some days more heavily scheduled than other days? What adjustments can you make to balance your schedule between classes, studying, and other aspects of your life?
6. Gradually implement your plan. If you are not accustomed to using a time management schedule, do not implement it all at once. Instead, gradually adopt portions of your plan into your daily routine. When the portion becomes comfortable for you, build in another portion. Keep building until you have implemented the entire plan.