



Second Academic Warning Student Worksheet

When a certificate or degree-seeking student earns below a 2.0 GPA in graded credits for two consecutive terms, s/he is placed on second academic warning. Students are required to meet with their advisor and complete the information requested below on a separate piece of paper. When the worksheet is completed, the advisor and student each keep a copy.

The original worksheet must be submitted by 5:00 pm, the second Monday of the term, to Enrollment Services. If not submitted by this date, the student will not be allowed to register for that term and if already pre-registered, the student's registration will be voided.

If a student wishes to change his/her advisor due to a different major, the student must do so PRIOR to completing this worksheet.

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Complete the following information on a separate sheet(s) of paper, attach, sign this sheet and submit to Enrollment Services no later than 5:00 pm, the second Monday of the term.

- State your academic goal at COCC. Is it to obtain a certificate? Degree? Transfer?
- Based on your COCC goal, chart your specific academic plan to reach your certificate, degree or transfer requirements. Include **all** classes you need to take and when you plan on taking them.
- Explain the factors that prevented you from being successful and how you will correct this.
- Advisor Comments and Requirements: (e.g. specific classes, limiting credits, follow-up meetings.)

Note: By signing and submitting the Second Academic Warning Worksheet, I agree to follow the academic plan and any requirements made by my advisor. If I choose not to follow the plan or requirements, I may be voided from classes.

Student Name (print)

COCC ID

Mailing Address

Phone Number

Student Signature/Date

Advisor Signature/Date