



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 at any COCC Campus, or via fax (541-318-3700) or via email (welcome@cocc.edu) 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