ACADEMIC WARNING PROCESS

COC foster student success through the completion of academic goals. Students remain in “Good Academic Standing” by maintaining a term GPA of 2.0. If your GPA drops below 2.0, you will be placed on Academic Warning. The purpose of the Academic Warning process is to assist you in assessing your current situation and goals, identifying resources and making changes to help you get back on track.

The following checklist outlines the Academic Warning progression and details the requirements at each level. You will need to complete the steps listed below based on your current Academic Warning status.

FIRST ACADEMIC WARNING RECOMMENDATIONS
☐ Step 1. Meet with your academic advisor to develop a plan for success

SECOND & THIRD ACADEMIC WARNING REQUIREMENTS
☐ Step 1. Complete the Academic Warning Worksheet/Petition

☐ Step 2. Make an appointment with your assigned academic advisor
  • To find your academic advisor’s contact information, visit the “Can I Register” page in your Bobcat Web Account or contact CAP Services at 541.383.7200

☐ Step 3. During your meeting with your academic advisor, you should:
  • Evaluate your next term course plan and make adjustments as necessary
  • Identify obstacles from your previous terms that negatively impacted your success
  • Discuss academic success strategies and other resources
  • Connect and build the valuable relationship between you and your academic advisor
  • Have your advisor sign the worksheet after discussing your plan

☐ Step 4. Submit your signed Worksheet/Petition to Admissions & Records by 5:00 p.m. on the second Monday of the following term. The form can also be submitted via email to welcome@cocc.edu.
  • If you have already registered but fail to submit the worksheet by the deadline, you will be administratively dropped from all courses

☐ Step 5. Follow through with the Academic Success Plan that you created on your Academic Warning Worksheet/Petition

Do you need help connecting with your academic advisor?
CAP Services 541.383.7200

Do you have questions regarding the submission or approval of your paperwork?
Admissions & Records 541.383.7500

Do you have concerns about how your academic standing affects your financial aid?*
Financial Aid 541.383.7260

*Note that the Academic Warning Process is different from the Financial Aid Satisfactory Academic Progress (SAP) policy.
2nd ACADEMIC WARNING WORKSHEET

Student Information

Student Name: _____________________________________________  ID#: __________________________
Advisor: ______________________________________  Term: ___________________  Date: ___________________ 
Degree/Certificate: ___________________________  Major/Program: __________________________

Identify Challenges and Concerns

I am having difficulty with: (check all that apply)

☐ Lack of motivation/focus  ☐ Housing/living arrangements  ☐ Ineffective study skills
☐ Adjusting to college  ☐ Family responsibilities  ☐ Unclear academic/career goals
☐ Depression, stress or anxiety  ☐ Work responsibilities  ☐ Learning disability
☐ Finances  ☐ Physical health concerns  ☐ Challenging classes/credit load
☐ Making friends/loneliness  ☐ Time management  ☐ Other: __________________________
☐ Meeting basic needs (i.e. access to food, community resources, etc.)  ☐ Outside distractions (i.e. gaming, social media, extra-curricular activities, etc.)

Develop a Plan for Success

My plan for improvement in the next term is:

Connect with Resources

In my plan for improving my academic standing, I will seek assistance in the following areas:

☐ Career Exploration & Support Resources
Career Services | CAP Services | 541.383.7200
Other: __________________________

☐ Academic Advising
Academic Advising | CAP Services | 541.383.7200
Other: __________________________

☐ Personal Counseling
Personal Counseling | CAP Services | 541.383.7200
Other: __________________________

☐ Tutoring
Tutoring & Testing | Barber Library | 541.383.7534
Other: __________________________

☐ Disability Support
Disability Services | Barber Library | 541.383.7583
Other: __________________________

☐ Financial Support & Resources
Financial Aid | Boyle Education Center | 541.383.7260
Other:__________________________

☐ Community/Peer Involvement
Student Life | Coats Campus Center | 541.383.7590
Other: __________________________

☐ Skill Courses
- HD 100CS: College Success (3 cr.)
- HD 100PM: Procrastination & Motivation (1 cr.)
- HD 100VC: Values Clarification (1 cr.)
- HD 100TT: Test Taking (1 cr.)
- HD 101: Study Strategies (3 cr.)
- HD 110: Career Planning (3 cr.)
Other: __________________________
Develop an Academic Plan

The courses I plan to take in the following term include:

<table>
<thead>
<tr>
<th>Course and Title</th>
<th>Credits</th>
<th>Reason for Taking the Course</th>
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<tbody>
<tr>
<td>Example - HD 100: College Success</td>
<td></td>
<td>Example - degree requirement, repeat for a better grade, prerequisite course</td>
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</tbody>
</table>

My weekly commitments, shown below, include my time in class, studying, working and other responsibilities:

<table>
<thead>
<tr>
<th>Weekly Planner</th>
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<tbody>
<tr>
<td>Mon</td>
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<td>8 a.m.</td>
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<td>10 a.m.</td>
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<td>11 a.m.</td>
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<td>Noon</td>
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<td>9 p.m.</td>
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<tr>
<td>Online</td>
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</tbody>
</table>

My follow-up advising appointment is scheduled for: ____________________________________________

I understand and am committed to the plan I have outline above to better prepare myself for academic success.

Student Signature: ______________________________________________________________________ Date: ___________________________

Additional advisor recommendations or comments:

Advisor Signature: ____________________________________________________________________ Date: ___________________________

Advisor: Make one copy of the worksheet for the student and one copy to maintain in your advising record. Student: Submit original worksheet to the Admissions and Records office by 5 p.m. the second Monday of the term.