

ACADEMIC RECOVERY PLAN

Our records indicate that you failed to maintain Satisfactory Academic Progress (SAP) toward your program over the past semester. Pacific Oaks College (POC) upholds Satisfactory Academic Progress requirements for all matriculated students. For details about current SAP standards, please see the current [Academic Catalog & Student Handbook](#).

Pacific Oaks requires that you complete an Academic Recovery Plan (ARP). By submitting this form, you agree to demonstrate reasonable progress in improving your cumulative GPA and/or rate of progress in order to continue your enrollment in good academic standing.

SECTION I: STUDENT INFORMATION			
Name:		Student ID#:	
POC Email:		Preferred Phone:	
Faculty Advisor::		Faculty Advisor Email:	
Campus:		Faculty Advisor Phone:	
Current Academic Program:		Discipline:	
Degree Level:			
Circumstances you feel contributed to unsatisfactory academic performance last semester (check all that apply):			
<input type="checkbox"/> Course difficulty	<input type="checkbox"/> Family/personal	<input type="checkbox"/> Study habits	<input type="checkbox"/> Low attendance
<input type="checkbox"/> Choice of program	<input type="checkbox"/> Health	<input type="checkbox"/> Time management	<input type="checkbox"/> Social distractions
<input type="checkbox"/> Transportation	<input type="checkbox"/> Bereavement	<input type="checkbox"/> Work or other time commitments	<input type="checkbox"/> Other

SECTION II: SAP TIMEFRAME			
<ul style="list-style-type: none"> Satisfactory Academic Progress is measured at the end of each payment period (generally a semester). Students placed on Financial Aid & Academic Warning have one semester to meet the minimum SAP requirements. Students placed on Financial Aid & Academic Probation will have one semester to meet the minimum SAP requirements. Failure to meet SAP after one semester will result in Dismissal. 			
Current SAP Status: <input type="checkbox"/> Financial Aid & Academic Warning <input type="checkbox"/> Financial Aid & Academic Probation Pending Probation			
Date notified of SAP status:		ARP Submission Deadline:	
Semester/session in which SAP was not met:		Next semester/session when SAP will be reviewed:	
Year	Semester/Session	Year	Semester/Session
	<input type="checkbox"/> Fall <input type="checkbox"/> Fall 1 <input type="checkbox"/> Fall 2		<input type="checkbox"/> Fall <input type="checkbox"/> Fall 1 <input type="checkbox"/> Fall 2
	<input type="checkbox"/> Spring <input type="checkbox"/> Spring 1 <input type="checkbox"/> Spring 2		<input type="checkbox"/> Spring <input type="checkbox"/> Spring 1 <input type="checkbox"/> Spring 2
	<input type="checkbox"/> Summer <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2		<input type="checkbox"/> Summer <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2
		Additional semester/session when SAP will be reviewed: (requires approval from Academic Standards Committee)	
		Year	Semester/Session
			<input type="checkbox"/> Fall <input type="checkbox"/> Fall 1 <input type="checkbox"/> Fall 2
			<input type="checkbox"/> Spring <input type="checkbox"/> Spring 1 <input type="checkbox"/> Spring 2
			<input type="checkbox"/> Summer <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2

SECTION III: REGISTRATION PLAN

PLEASE NOTE: In order to meet SAP, you **MAY NOT** earn an "X", "W", or "I" in any courses in the next semester/session.

PLEASE NOTE: Depending on your academic history, it may not be possible for you to recover in one semester/session. If you are unable to recover in one semester/session, please speak with the Office of the Registrar to determine your next steps.

Semester 1

Term/ Session	Course Code	Course Title	Units	Target Grade	Repeated Course?
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Minimum units to be met this semester:		Minimum GPA to be met this semester:			
Starting CGPA:		Starting Rate of Progress:			
Ending CGPA:		Ending Rate of Progress:			

Semester 2 (requires approval from the Academic Standards Committee)

Term/ Session	Course Code	Course Title	Units	Target Grade	Repeated Course?
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Minimum units to be met this semester:		Minimum GPA to be met this semester:			
Starting CGPA:		Starting Rate of Progress:			
Ending CGPA:		Ending Rate of Progress:			

SECTION IV: ADVISING GUIDELINES
Required actions/conditions of continued enrollment:

- Register in no greater than ____ units per semester/session until SAP is met.
- Attend every class, except in extraordinary circumstances.
- Successfully complete all courses with the target grades required.
- Meet with your Faculty Advisor ____ times per semester/session.
- Meet with your instructor outside of class ____ times per semester/session.
- Work with your Faculty Advisor to develop better time management strategies for regular study hours.
- Work with your Faculty Advisor to determine which program and campus fit into your long term goals.
- Work with a tutor to develop these specific skills: _____
- Other: _____

Additional requirements:

SECTION V: ACKNOWLEDGMENTS

By signing this document, I agree to the terms outlined in this Academic Recovery Plan. I understand that my financial aid eligibility and my academic success at Pacific Oaks is dependent upon meeting all SAP standards.

Student Signature:	Date:
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Faculty Advisor Signature:	Date:
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Associate/Academic Dean Signature:	Date:
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Registrar Initials:	Date Received:	Date Processed:
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Additional Comments:
