

Academic Performance Improvement Plan

Date: June 20, 2024

Student: [Student name]

Major Professor: [Major professor name and title, or program director if no major professor]

1. Specific deficiencies

- a. GPA has been below 3.0 in winter 2024 and spring 2024
- b. Winter 2024: F in XX 540, C- in XX 565
- c. Spring 2024: D+ in XX 612
- d. Not found a major professor/lab to join

Given these deficiencies per the guidelines established in the [Major] program's Student Handbook [Link to handbook], the [Major] program has determined that you are not making satisfactory academic progress.

2. Plan to address deficiencies

- a. Retake and successfully complete XX 540 and XX 565 in fall 2024 with grades of C or better, and achieve a 3.0 or better term GPA in fall.
- b. Find a mentor for an additional rotation by Sept. 24 (the rotation will be completed in the fall 2024 term).
- c. Meet with instructors to discuss questions and obtain regular updates on progress for non-seminar courses. Meet with each instructor in the first week of class to discuss course structure and resources, then in the 4th and 6th weeks for updates. Attend office hours to ask questions that arise in class or during studying. Schedule meetings with the program director as needed (along with the updates listed in section 3).
- d. Develop better study strategies. Use of the resources listed in section 4 is strongly encouraged.
- e. Find a major professor by the end of the fall 2024 term.

3. Timeline

Week (Fall 2024)	Action(s)
Week 1	<ul style="list-style-type: none">• Meet with instructors to discuss classes this term• Inform the program director about rotation plans (including the mentor and rotation schedule). Be sure to include the mentor in this communication.
Week 4	<ul style="list-style-type: none">• Meet with instructors for early feedback on class performance
Week 5	<ul style="list-style-type: none">• Update the program director on class performance based on meetings with instructors
Week 6	<ul style="list-style-type: none">• Obtain grade feedback from instructors and discuss progress
Week 7	<ul style="list-style-type: none">• Update the program director on class performance based on meetings with instructors
Week 9	<ul style="list-style-type: none">• Discussion of progress with the program director
End of fall term 2024	<ul style="list-style-type: none">• Meet with the program director to discuss final fall term grades• Share written confirmation from new major professor serving in that role, and finalize plans for joining their lab

4. Consequences if deficiencies are not rectified in the specified timeline

If expectations listed in this plan are not achieved by the end of the fall 2024 term, [Student] will be dismissed from the doctoral program in [Major].

Suggested Resources

In order to achieve optimal success, [Student] is strongly encouraged to continue to utilize resources including but not limited to Student Health Services, Counseling and Psychological Services, and the Graduate Writing Center.

Important Notes

If you achieve the expectations listed in this plan and remain in the program after fall 2024:

- You will need to retake and successfully complete XX 612 with a grade of C or better.
- You will need to raise your overall GPA to 3.0 or better by winter 2025, and maintain the overall GPA of 3.0 or better in each subsequent term until degree completion.

Failure to achieve these expectations will result in dismissal from the doctoral program in [Major].

5. Signatures

Student Signature

Date

Major Professor Signature

Date

Major Professor Signature (if applicable)

Date

School Head/Program Director Signature

Date

Pro tips:

- Be as specific as possible. For example, be clear if term GPA vs. overall GPA. Cite program handbook or graduate policies where applicable. Provide concrete deadlines, and a specific consequence should expectations not be met within those deadlines.
- Most plans allow 1-2 terms for students to demonstrate improved performance. If performance will be assessed at the end of each term of the plan, mention that. Subsequent plans may be issued as needed to foster continued improvement.
- Consequences are typically a dismissal from the graduate program. Consequences should not include a requirement to change to an alternate degree (e.g. PhD to MS). But, changing degrees may be discussed as an available option.
- University support resources may be encouraged but not required.