

# ACADEMIC WARNING PROCESS

COCC fosters 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 a 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](mailto: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



**CENTRAL OREGON**  
community college

[cocc.edu](http://cocc.edu)

*\*Note that the Academic Warning Process is different from the Financial Aid Satisfactory Academic Progress (SAP) policy.*

# 3rd ACADEMIC WARNING PETITION

## 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)*

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

## Develop a Plan for Success

Explain in detail the most significant challenge(s) affecting your academic performance:

Challenge	Explain the challenge's impact on your success	Strategies to overcome the challenge

## Develop a Plan for Success

Third Academic Warning students are required to participate in an activity, workshop or other assistance designed to address the reasons contributing to academic warning.

Think about a plan of action for getting the term off to a strong start. Discuss this plan with your advisor who can offer additional ideas. *\*Keep a copy of this plan for future academic advising meetings.*

Goal	Action Plan Example - dates, follow-up meetings, etc.
1.	
2.	
3.	

## Connect with Resources

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

**Career Services -Exploration & Support**

CAP Services | Cascades Hall | 541.383.7200

Other: \_\_\_\_\_

**Academic Advising**

CAP Services | Cascades Hall | 541.383.7200

Other: \_\_\_\_\_

**Personal Counseling**

CAP Services | Cascades Hall | 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:

Course and Title Example - HD 100CS: College Success	Credits	Reason for Taking the Course Example - degree requirement, repeat for a better grade, prerequisite course

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

Weekly Planner							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
Online							

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.*

*Note: Advisor may email this form to [welcomes@cooc.edu](mailto:welcomes@cooc.edu) to be accepted as their signature.*

*Student: Submit original worksheet to the Admissions and Records office by 5 p.m. the second Monday of the term.*