



PLAN OF ACTION

Students that have been placed on Academic Probation are required to meet with their Academic Advisor **or** Program Department Chair and fill out this Plan of Action (POA) form. The POA form must be completed, signed by the advisor or department chair, and submitted to the Office of Graduate Studies. A hold will be placed on any student receiving a POA until this form has been submitted and approved. Please feel free to contact the Grad Studies Office for assistance with academic probation questions (gradstudies@msubillings.edu, (406) 657 2238).

Name _____ Date Submitted _____

Student ID# _____ Major _____

Phone # _____ Preferred Email _____

Cumulative GPA _____ Semester GPA _____ Total Credits Earned _____

Academic Advisor/Department Chair _____

Appt. Day/Time _____

Provide a 1-2 page essay explaining the challenges that affected your academic performance during the past semester and outline a detailed plan of action with specific steps you will take to overcome these past challenges. Some actions to consider may include:

- Meeting regularly with your advisor to discuss your progress throughout the semester
- Develop a formal study plan for each of your courses and meet with your instructors on a regular basis
- Adjust your social/work/living arrangements as appropriate
- Utilize various campus resources for assistance

Meet with your Academic Advisor or Department Chair to discuss and sign your POA form

Schedule and attend at least one follow-up advising appointment to monitor your status

Student Signature _____ **Date** _____

*I acknowledge that I am on Academic Probation and must achieve a semester GPA of 3.0 to return to Good Academic Standing. Furthermore, I must achieve a 3.0 in all courses in the plan of study in order to graduate.

Advisor/Department Chair Signature _____ **Date** _____

Received by Grad Studies: