



## **Graduate Studies Academic Enhancement Plan (AEP) Instructions**

The AEP form is to be completed for graduate students with a GPA below 3.00 or who have earned less than a "B" in any course. An AEP automatically triggers a probationary status for students and is designed to improve a student's knowledge and skills in areas of weakness and to support the student to return to or remain in good academic standing.

Steps to completing an AEP:

1. Faculty advisor, program director or department chairperson meets with the student.
2. AEP form is completed. AEPs that are not on the attached form will not be accepted and will be returned.

Please adhere to the instructions below.

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Section 1 is to be completed by the faculty member, not the student.

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The sections, *Student's reason(s) for low academic performance* and *Plans to improve academic performance* should be completed with input from the student.

At least two options under *Plans to improve academic performance* must be selected. Students who have more pronounced academic difficulties should have a more robust intervention plan.

Details of the enhancement activities must be documented in the provided space. For example, if the student is required to attend scheduled study sessions, the schedule (i.e., days, times) of the sessions should be detailed and expectations for the sessions should be noted.

The monitoring plan must be detailed. All students with AEPs must have regular contact with the faculty member/advisor who is responsible for the plan. At a minimum, the monitoring plan must include at least two advising meetings with the student.

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For all University resources that are recommended to the student, the faculty advisor should provide information to the student. To assist you in doing this, information about some campus resources is provided below, although this list is not exhaustive.

Latasha Norman Center: [The Latasha Norman Center for Counseling Services \(jsums.edu\)](http://jsums.edu) 601-979-0374

Applied Psychological Services: [www.jsums.edu/apsc](http://www.jsums.edu/apsc) 601-979-3381

Disability Services: [Disability Services & ADA Compliance – Jackson State University \(jsums.edu\)](http://jsums.edu) 601-979-3704; [adaservices@jsums.edu](mailto:adaservices@jsums.edu)

Health Services: [www.jsums.edu/healthservices](http://www.jsums.edu/healthservices)

Central Mississippi Speech, Language, and Hearing Services: [Communicative Disorders Clinic – Communicative Disorders \(jsums.edu\)](http://jsums.edu) 601-979-8001; [cmslhc@jsums.edu](mailto:cmslhc@jsums.edu)

Financial Aid: [Financial Aid – Jackson State University \(jsums.edu\)](http://jsums.edu) 866-THEEJSU (866-843-3578); [finaid@jsums.edu](mailto:finaid@jsums.edu)

Tiger Food Pantry: [Jackson State University | Residence Life | Tiger Pantry \(jsums.edu\)](http://jsums.edu)

Residential Life: [Residence Life \(jsums.edu\)](http://jsums.edu); 601-979-2326; [housinginfo@jsums.edu](mailto:housinginfo@jsums.edu)

Career Service: [Career Services Center – Jackson State University \(jsums.edu\)](http://jsums.edu)

Tiger Career Closet: [Tiger Career Closet \(jsums.edu\)](http://jsums.edu)

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Signatures must be on the form. No typed signatures will be permitted.