

Graduate Studies Academic Enhancement Plan (AEP)

This 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.

Section 1: (Completed by faculty member/advisor after a meeting with the student has been held)

Name: _____
Last
First
MI

J Number: _____ Major: _____

Phone: _____ E-Mail: _____

Is this the student's first AEP? ☐ Yes ☐ No

If not, did the student successfully complete the previous plan? Yes ☐ No

Is the student enrolled on under JSU's second chance policy? Yes ☐ No

Hours Attempted _____ Hours Earned _____ Total Hrs. Remaining _____

Current Semester GPA _____ Cumulative GPA _____

Number of C grades _____ Number of D grades _____ Number of F grades _____

Number of W grades _____ Number of I grades _____

List all courses with grades less than "B"; Include W and *I grades.

Course Number	Course Name	Grade	*Status of Incomplete Grade

Student's reason(s) for low academic performance: (Please check all that apply)

Difficulty with course material ___ *Time management* ___ *Ineffective study strategies* ___
Illness ___ *Personal responsibilities* ___ *Other*___

Academic enhancement activities should be created based on the needs of the student and the areas in which they had difficulty. **Plans to improve academic performance:** (Check all that will be used.)

- ☐ Write a paper on a topic
- ☐ Independent study of a topic
- ☐ Complete a literature review for a topic
- ☐ Complete additional assignments
- ☐ Receive individual or small-group instruction on a topic
- ☐ Complete supervised observations for practicum
- ☐ Participate in a professional development experience (e.g., conference or seminar)
- ☐ Decrease course load
- ☐ Enroll in a lower-level course to strengthen knowledge base
- ☐ Repeat course
- ☐ Required sessions at the Writing Center
- ☐ Required sessions for statistics/research support
- ☐ Required sessions with a librarian
- ☐ Create a study schedule
- ☐ Attend scheduled study sessions
- ☐ Assign the student a mentor (faculty, peer)
- ☐ Attend regular meetings with advisor at the following schedule:

- ☐ Other _____

For all enhancement activities selected above, please detail the student's enhancement plan:

The following plan will be followed to monitor the student's progress:

Note: All students with AEPs must have regular contact with the faculty member/advisor who is responsible for the plan.

The following University resources have been *recommended* to the student appropriate student resources:

- Counseling (Latasha Norman Center, Applied Psychological Services)
- ADA
- Speech, Language, Hearing Services
- Financial Aid counseling
- Food pantry
- Residential Life
- Career Services
- Other _____

Section 2: Due Date (Completed by faculty member/advisor)

The AEP completion due date is: _____ (mm/dd/yy)

Section 3: Signatures

My signature below indicates I had an opportunity to review the AEP and I agree to complete the AEP no later than the due date listed above.

Student's Signature: _____ **Date:** _____
Must be signed by student.

Advisor's Signature: _____ **Approved** ☐ **Disapproved** ☐
Date: _____

Chairperson of Department: _____ **Approved** ☐ **Disapproved** ☐
Must be signed by chairperson.
Date: _____

College Dean: _____ **Approved** ☐ **Disapproved** ☐
Must be signed by Dean.
Date: _____

Graduate Dean: _____ **Approved** ☐ **Disapproved** ☐
Must be signed by Dean.
Date: _____

Section 4: Notice of Probation (Completed by Coordinator of Retention and Assessment)

As indicated in the graduate catalog, probation may be initiated by the Graduate Dean. Probation will be initiated by Graduate Studies for all students who have an AEP for the next academic semester.

Probation. Failure to complete the required hours and maintain the above grade point average will result in a [maximum of a] two-semester probationary period, including the current semester (i.e., the next academic semester). Probation is intended to provide a student whose performance is less than fully satisfactory a period of time to bring his/her performance up to a level consistent with the minimum standards enforced by the Graduate School and/or the program in which enrolled. If the deficiencies have not been corrected by the end of this period, the student may become subject to dismissal.

Reason for Probation (check all that apply):

- ☐ Failure to maintain an adequate level of performance (as measured by GPA) in courses central to the student's program of study.
- ☐ Failure on the departmental preliminary examinations or failure to stand for such exams in a timely manner.
- ☐ Failure to proceed to the comprehensive or qualifying exams within a reasonable period of time.
- ☐ Failure to make adequate progress in meeting other stated program requirements for example: submission of an acceptable dissertation prospectus, passage of required language examinations, etc.)
- ☐ Failure to make adequate progress in thesis or dissertation research or writing, or in the independent study project.

Students on probationary status may not be admitted to examinations (Master's Comprehensive or Doctoral Qualifying), nor advanced to Candidacy, nor hold an academic appointment, nor receive a graduate fellowship, nor defend a dissertation, thesis or project, nor be eligible to receive a graduate degree.

This AEP is:

- ☐ Recommended for approval
- ☐ Returned for Revisions
- ☐ Not recommended for approval – student is not eligible for a AEP

Signature

Date

Section 5: Final Decision (Completed by Graduate Studies Dean no later than 3 weeks after the conclusion of the semester.)

This AEP is:

- ☐ Approved
- ☐ Returned for Revisions
- ☐ Not approved – student is not eligible for a AEP

Signature

Date

Graduate Studies Academic Enhancement Plan (AEP) Student Follow-Up

Section 1: Completed by faculty member/advisor

Name: _____
Last First MI

J Number: _____ Major: _____

Phone: _____ E-Mail: _____

Hours Attempted _____ Hours Earned _____ Total Hrs. Remaining _____

Current Semester GPA _____ Cumulative GPA _____

Number of C grades _____ Number of D grades _____ Number of F grades _____

Number of W grades _____ Number of I grades _____

- ☐ The student satisfactorily completed all AEP requirements.
- ☐ The student did not satisfactorily complete the AEP requirements

Section 2: Completed by Graduate Studies

- ☐ Student has returned to Good Academic Standing.
- ☐ Students will remain on Academic Probation for an additional semester. Should student not return to Good Academic Standing at the end of the probationary period, student is subject to dismissal. (Advisor must complete a new AEP for the following semester.)
- ☐ Student will take a Leave of Absence.
- ☐ Student will be dismissed from graduate studies.

The student has been notified of the final results of the AEP: ☐ Yes ☐ No