

# 2<sup>nd</sup> 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.

## SECOND ACADEMIC WARNING REQUIREMENTS

- 1) Make an appointment with your assigned academic advisor
  - To find contact information for your assigned academic advisor, please visit your Bobcat Web account, select the "Student Registration" card, followed by the "Registration Status" card. You can also contact CAP Services at 541-383-7200 for assistance.
- 2) Complete the Academic Warning Worksheet
- 3) During your academic advising appointment, you and your advisor should complete the following checklist:
  - Evaluate your next term course plan and make adjustments as necessary
  - Identify obstacles from your previous term(s) 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 academic advisor sign the worksheet after discussing your plan
- 4) Drop off your signed Academic Warning Worksheet to Admissions & Records or via email (welcome@cocc.edu) by 5:00pm on the [Second Monday of the current term](#).
  - **Failing to submit the completed Academic Warning worksheet by the deadline above will result in being administratively dropped from all courses.**
- 5) Follow through with the Academic Success Plan you created with your academic advisor throughout the term

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



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

# 2nd ACADEMIC WARNING WORKSHEET

## Student Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date: \_\_\_\_\_ Term: \_\_\_\_\_ Advisor: \_\_\_\_\_

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

My plan for improvement in the next term is:

## Connect with Resources

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

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Career Services - Exploration &amp; Support</a><br>CAP Services   Cascades Hall   541-383-7200<br>Other: _____         | <input type="checkbox"/> <a href="#">Financial Support &amp; Resources</a><br>Financial Aid   Boyle Education Center   541-383-7260<br>Other: _____  |
| <input type="checkbox"/> <a href="#">Academic Advising</a><br>CAP Services   Cascades Hall   541-383-7200<br>Other: _____                                   | <input type="checkbox"/> <a href="#">Community/Peer Involvement</a><br>Student Life   Coats Campus Center   541-383-7590<br>Other: _____   |
| <input type="checkbox"/> <a href="#">Personal Counseling</a><br>Cascades Hall   541-366-6482<br>Other: _____  | <input type="checkbox"/> <a href="#">TRIO Support Services</a><br>Student Life   Ochoco Annex   541-383-7581<br>Other: _____   |
| <input type="checkbox"/> <a href="#">Tutoring</a><br>Tutoring & Testing   Barber Library  <br>541-383-7534<br>Other: _____                                  | <input type="checkbox"/> <a href="#">Skill Courses</a><br><input type="checkbox"/> HD 100CS: College Success (3cr.)<br><input type="checkbox"/> HD 100PM: Procrastination & Motivation (1cr.)<br><input type="checkbox"/> HD 100VC: Values Clarification (1cr.)<br><input type="checkbox"/> HD 100TT: Test Taking (1cr.)<br><input type="checkbox"/> HD 101: Study Strategies (2cr.)<br><input type="checkbox"/> HD 110: Career Planning (3cr.)<br><input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> <a href="#">Student Accessibility Support</a><br>Student Accessibility Services   Barber Library  <br>541-383-7583<br>Other: _____ |  |

## Develop an Academic Plan

Please list the course(s) you plan to take next term. If needed, the [GradTracks and Plan Ahead](#) tools can help you create your schedule.

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 outlined above to better prepare myself for academic success, and I will ensure this form is submitted to the Admissions and Records Office by 5:00 p.m. on the second Monday of the term.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Additional advisor recommendations or comments:

***Advisors:** Make one copy for the student and one for your advising record; emailing the form to [welcome@cocc.edu](mailto:welcome@cocc.edu) may serve as the advisor's signature.*