



TEXAS TECH UNIVERSITY  
College of Arts & Sciences

Office of Student Success

## ACADEMIC SUCCESS FOR ACADEMIC SUSPENSION

Student's Name: \_\_\_\_\_ R#: \_\_\_\_\_

TTU Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Major Advisor: \_\_\_\_\_ Term of Desired Readmission: \_\_\_\_\_

Did you attend another Higher Education Institution during your suspension? YES NO

If yes, have you confirmed that TTU Admissions has received all transcripts? YES NO

What campus are you most interested in attending? \_\_\_\_\_

Will you be a Campus Learner or Distance Learner? Campus Distance / Online

### **Requirements To Petition For Return After Academic Suspension:**

1. Complete the Former Tech Application Form and pay associated fees.
  - [http://www.depts.ttu.edu/admissions/apply/status/returning\\_other/former/](http://www.depts.ttu.edu/admissions/apply/status/returning_other/former/)
2. Complete the Academic Success Plan and return it to your Academic Success Advisor at least 48 hours prior to your appointment.
3. Meet with your Academic Success Advisor:
  - Check for any holds that will block registration.
  - Discuss grade replacement options and campus resources.
  - Review Academic Success Plan and complete Plan of Action.
  - Schedule required meetings with your Academic Success Advisor.
4. Make sure your TTU email is working. If you need assistance, contact **806.742.4357 (HELP)**.
5. Once all holds are removed, register for PADR (if required) by calling their office at **806.742.3928**.
6. Meet with your major advisor:
  - Discuss course selections.
  - Complete Degree Plan / Intent to Graduate Forms
  - Complete SAP appeal paperwork (*if necessary*)

I, \_\_\_\_\_, certify that I am committed to my academic recovery. I have been informed of the conditions for my possible return from suspension. I understand that if I am not successful in earning **AT LEAST a 2.0 semester GPA** during the term of my reinstatement, I will be placed on Academic Dismissal and will be suspended for a minimum of one (1) calendar year and will be required to take 12 hours at another institution earning a 2.5 or better before I will be allowed to petition to return to TTU. (*For more information regarding Academic Dismissal, review the Undergraduate Academic Standing Policy as posted by the Office of the Registrar.*)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



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## PERSONAL ACADEMIC SUCCESS PLAN FOR ACADEMIC SUSPENSION

Your Academic Success Advisor and the A&S Office of Student Success are committed to helping you reach your academic and career goals. This Academic Success Plan is designed to help you develop a personal plan for returning to good academic standing. Be honest with yourself about the previous barriers you have had and about the commitment and effort you are willing to invest so that you can develop a plan that is both achievable and workable for you.

### STEP 1: Reflection of suspension and identification of motivation factors and graduation goals.

Successful individuals understand the power of reflection. By understanding yourself, you understand your motivations, dreams, goals, and the steps to take. Start by asking yourself these questions:

**Reflection.** While suspended, I reflected on my past semesters at TTU and feel I am prepared to return because....

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**My motivation** to invest in my education and obtain my degree is....

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**When I graduate, my goal** is to use my degree by... (becoming a..., working as..., researching with..., etc.)

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### STEP 2: Identify and reflect on barriers encountered in previous semesters.

Barriers	How did it interfere with your success? If you stated this barrier in a previous Academic Success Plan, explain why it was still a barrier. Be specific.
1.	
2.	
3.	



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**STEP 3: Establish potential solutions for overcoming the barriers listed.** Be specific. Below the matrix is a list of solutions that previous students feel positively impacted their success. Although you are welcome to use this list as a starting point, explain in your own words how the solution will benefit you in overcoming the barriers you identified in Step 2.

Solutions	What solutions do you feel are necessary to overcoming the barriers listed in Step 2? Be specific.
1.	
2.	
3.	

- ◆ I will meet with my Major Advisor to discuss my schedule.
- ◆ I will meet with my Academic Success Advisor to stay focused on my Academic Success Plan.
- ◆ I will develop a time management plan that works for me.
- ◆ I will ask my professor for help when I am having difficulty in a course.
- ◆ I will attend all of my classes.
- ◆ I will go to class prepared.
- ◆ I will stay focused during class.
- ◆ I will set a study schedule for each class and follow it.
- ◆ I will study in a place that allows me to be productive and to get my school work done.
- ◆ I will meet with a counselor to discuss my personal concerns and issues.
- ◆ I will grade replace courses to improve my TTU Cumulative GPA.
- ◆ I will utilize the major and career exploration services at the TTU Career Center.
- ◆ I will seek assistance from a financial aid advisor in the TTU Financial Aid Office.
- ◆ I will attend tutoring sessions.
- ◆ I will attend Supplemental Instruction (SI) sessions.
- ◆ I will utilize campus resources.
- ◆ I will make better choices regarding my health, sleeping, and eating habits.
- ◆ I will meet with a counselor in the TTU Office of Student Disability Services.
- ◆ I will get involved in fitness activities at the Student Recreation Center.
- ◆ I will establish boundaries with my fraternity / sorority so that I am able to complete assignments and prepare for tests.
- ◆ I will utilize the MindSpa at the Counseling Center.



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### STEP 4: Establish short term & long term goals.

Using the SMART formula, write your most important goals for your success at Texas Tech University in the spaces provided below.

Use the **SMART** formula for achieving your goals.

**S**pecific: Make your goal as specific as possible. Example: If you want to raise your GPA, set your goal for a specific number, such as "I will have a 2.5 cumulative GPA by the end of the fall/spring semester".

**M**easurable: Your goal must be measurable. Example: If your goal is to study more, what does "more" mean? 1 hour a week, 2 hours a week? Make sure you can measure whether you achieved your goal or not.

**A**ttainable: Set goals that you can achieve. Do the math. Can you actually achieve your goal? Example: Is it mathematically possible for you to achieve the cumulative GPA you want in one semester? If the answer is no, you need to re-evaluate.

**R**ealistic: Be honest with yourself and know your abilities.

**T**imely: Establish a timeline for reaching your goal. Example: I can achieve my goal by the end of the spring/fall semester.

**Short Term Goal:** During this semester, it is my goal to accomplish:

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Steps I will take to achieve my short term goal (be specific):

1.
2.
3.



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**Long Term Goal:** By the time I graduate, it is my goal to accomplish:

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Steps I will take to achieve my long term goal (be specific):

1.
2.
3.

### STEP 5: Develop your plan of action for goals in conjunction with your Academic Success Advisor.

During your first scheduled appointment, you will work with your Academic Success Advisor to complete the petition process. Please remember this Academic Success Plan must be submitted to the Office of Student Success at least 48 hours prior to meeting with the Academic Success Advisor. As part of this petition, you will work with your Academic Success Advisor to:

1. Create a plan of action towards your goals listed in Step 4, and
2. Establish workable and achievable solutions using your selections from Step 3.

I, \_\_\_\_\_ have set the stated goals above. I will make every effort to put into place the steps listed to promote achieving these goals. I understand that achieving any goal requires commitment and perseverance. I also understand that utilizing on campus resources plus working with my advisors, professors, and instructors is a major key to my academic success.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Success Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Relevant Campus Resources:

**Office of Student Success:** [www.artsandsciences.ttu.edu/success](http://www.artsandsciences.ttu.edu/success)

Career Center: 806.742.2210, [www.careercenter.ttu.edu](http://www.careercenter.ttu.edu)

Counseling Center: 806.742.3674, [www.depts.ttu.edu/scc](http://www.depts.ttu.edu/scc)

Learning Center: Drane Hall, Room 164, [www.depts.ttu.edu/soar/LC/Index.php](http://www.depts.ttu.edu/soar/LC/Index.php)

Math Tutoring Center: Math Bldg, Room 106, [www.math.ttu.edu/Undergraduate/Resources/TSC/index.php](http://www.math.ttu.edu/Undergraduate/Resources/TSC/index.php)

Science Lab Tutoring: Chemistry Bldg, Room 111

Supplemental Instruction (SI Sessions): Drane Hall, Room 135, [www.depts.ttu.edu/soar/si](http://www.depts.ttu.edu/soar/si)

Wellness Center: 806.743.2848, [www.ttuhsu.edu/studenthealth](http://www.ttuhsu.edu/studenthealth)

Writing Center: English/Philosophy Bldg, Room 175, <http://uwc.ttu.edu>

## Important Phone Numbers and Web Addresses:

Financial Aid:	806.742.3681	Athletic Ticket Office:	806.742.8324
Student Business Services:	806.742.3272	Parent & Family Relations:	806.742.3630
Registrar:	806.742.3661	TTU Police Department:	806.742.3931
Student Housing:	806.742.2661	Military & Veterans Programs:	806.742.6877
Texas Medical & Dental Schools Application Service:		<a href="https://www.tmdsas.com">https://www.tmdsas.com</a>	

## A Reading Strategy That Works (SQ5R)\*:

Survey (look at intro, summary, bold print, italicized words, etc.)

Question (devise questions survey that you think the reading will answer)

Read (one paragraph at a time)

Recite (summarize in your own words)

Record or Write (annotate in margins)

Review (summarize the information in your words)

Reflect (other views, remaining questions)

*\*Presentation 3/3/18 by Sandra Yancy McGuire*

## 7 Office Hour Conversation Starters\*:

**Introduce Yourself:** Faculty enjoy getting to know you. Why are you interested in the course? Have you previously studied the subject? What are you excited about learning in the course?

**Share A Struggle:** Are you struggling with something? For example, class participation, a concept, or keeping up with readings? Ask for tips/resources to address your challenge.

**Ask for Best Practices:** Ask what successful students have done to understand the material and excel. Focus on the learning. Do NOT ask how to get an A.

**Research Options:** Are you looking for an internship or research in the field? Share your specific goals and interests. Your professor may have useful advice and will enjoy sharing his/her research.

**Disagree:** Is there a point in lecture or reading you disagree with? Are things different in other countries you've studied? POLITELY engage your professor in a debate. Do NOT argue.

**Clarify:** Confused about your grade or the requirements for an assignment? Unsure about the policies on citation or group work? Ask questions.

**Include Current Events:** Is this topic in the news? Did you read relevant research? Discuss other examples to deepen your learning.

*\*adapted from Berkeley International Office*