

TIPS FOR WRITING A PLAN OF ACTION

The Plan of Action is your opportunity to draft a plan for future academic success and demonstrate that you have thought about necessary actions for restoring you to good academic standing.

FORMAT

- Your Plan of Action should be typed and size 10-12 professional font.
- Should be no more than 1-2 typed pages.
- May be formatted in paragraph form, as a table, or bulleted list as long as it effectively outlines your academic goals and plan for successful completion of each goal.

CONTENT

- Review academic eligibility rules before writing your plan of action – <http://studentsuccess.unc.edu/good-standing/>.
- Use of SMART (Specific, Measurable, Attainable, Relevant, and Time Based) Goals for your Plan of Action is recommended.
- Identify the courses you plan to take, and reasons why you have selected each course (requirement for major, General Education, considering an interest in this field, etc)
- Your plan of action should address each of the following questions:
 - What new study habits have you incorporated into your routine to promote academic success?
 - How have you successfully navigated the challenges that led to suspension?
 - What is necessary to restore to “Good Standing” within one semester (ie. target GPA and hours)?
 - What is your alternative plan if the appeal is not approved?
 - What resources have you used and will you continue to use to work towards your academic success?

HELPFUL RESOURCES

- Creating SMART Goals - topachievement.com/smart.html
- UNC Course Catalog - catalog.unc.edu
- UNC Course Registration Shopping Cart - connectcarolina.unc.edu

Undergraduate Retention

Office of UNDERGRADUATE EDUCATION