

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Degree program \_\_\_\_\_

Advisor \_\_\_\_\_

Semester for SAP appeal \_\_\_\_\_

Date submitted \_\_\_\_\_

**1. College-level skill readiness:**

*Reading* Accuplacer Score \_\_\_\_\_

*Writing* Accuplacer Score \_\_\_\_\_

*Algebra* Accuplacer Score \_\_\_\_\_

*and/or*

Courses completed that indicate college skill readiness: \_\_\_\_\_

Other evidence: \_\_\_\_\_

**2. Course plan for next two semesters:**

*Semester 1*

*Semester 2*

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach the following to your appeal:

**3. Student explanation of appeal** (see page 2)

*A detailed explanation of the circumstances that contributed to your lack of satisfactory academic progress (1-2 typed paragraphs) and how these circumstances have changed to allow you to be able to achieve and maintain satisfactory academic progress. (1-2 typed paragraphs)*

**4. Habits of Success reflection** (see page 4)

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

## **STUDENT EXPLANATION OF APPEAL**

Please provide a detailed explanation of the circumstances that contributed to your lack of satisfactory academic progress. Examples of acceptable circumstances could include personal injury or illness, death of an immediate family member or legal guardian, or other extraordinary circumstances that were unexpected in nature and beyond your control. *(1-2 typed paragraphs)*

Please explain how these circumstances have changed to allow you to be able to achieve and maintain satisfactory academic progress. *(1-2 typed paragraphs)*

# HABITS OF SUCCESS

## SUCCESSFUL STUDENTS DEMONSTRATE A NUMBER OF IMPORTANT HABITS INSIDE AND OUTSIDE THE CLASSROOM.



*Students who demonstrate these skills and behaviors will be better positioned to meet CCV's expectations and achieve their own educational goals.*

### PERSONAL RESPONSIBILITY

- Make commitment to attend every class
- Demonstrate follow-through
- Accept responsibility for agreements
- Understand your rights & responsibilities
- Be able to locate policies

### COLLEGE COMMUNICATION TOOLS

- Check email & mail regularly
- Update contact information on the portal
- Monitor your grades & overall progress in each course
- Read instructor feedback & provide feedback to others

### PROFESSIONAL ETIQUETTE

- Demonstrate professional conduct electronically & in person
- Arrive prepared & on time
- Call ahead when late or absent
- Raise concerns respectfully

### ACADEMIC PLANNING

- Use academic planning tools (e.g., program evaluation)
- Understand what's required in your degree & when
- Track your progress toward completing degree

### SCHOOL-LIFE BALANCE

- Choose courses that fit your schedule & responsibilities
- Anticipate obstacles before they become problems
- Develop contingency plans
- Identify your sources of support at the College & in your life

### UTILIZATION OF RESOURCES

- Have course materials at start of semester
- Read your course descriptions & syllabi
- Use academic resources to improve performance
- Know how your advisor can help & contact him or her as needed

### MINDSET

- Recognize that success in college requires hard work
- Expect stress, but know you can work through it
- Find & create learning strategies that work for you
- Ask questions when things do not make sense

# HABITS OF SUCCESS FORM

Review the Habits of Success that successful students practice. Identify two skills or behaviors from the Habits of Success that are strengths for you. Consider the following:

- What skills and behaviors have most supported your success at CCV?
- In what ways have these habits contributed to your successes?

*Example: A real strength of mine that has helped be successful in my classes has been getting help from my instructors, eTutoring and the Learning Center. Last semester I realized that my instructor kept recommending that I carefully edit my papers to eliminate errors. I wasn't really sure what kind of errors I should be looking for, so I asked my instructor to explain to me what she meant. I started submitting my papers to eTutoring and working with the Learning Center so I could get help checking papers and improving how I write.*

Strength #1

Strength #2

Identify 2 Habits of Success that you currently do not practice or that you could improve that will better support your success this semester. Challenge yourself to mindfully follow these practices this upcoming semester. Consider the following:

- What is your plan for adopting these mindsets/behaviors?
- Who can support you as you make any necessary shifts?
- When will you practice the behaviors or try to shift your thinking to a new, more productive mindset? When will these practices be most important?
- How will these changes support your success this upcoming semester?

*Example:*

*I forget about assignments until the last minute. I usually don't remember a big assignment is due until I hear other students talking about it or our instructor reminds us. I need to improve my time management. At the beginning of the semester I will work with the Learning Center tutors to map out all of the assignments I have due for all of my classes. I will create a semester plan with all deadlines. I'm not sure yet whether I will use Google calendars or the CCV planner to do this. I will also create weekly to-do lists so I stay organized and remember all of my assignments ahead of time. If I plan enough ahead of time to do my assignments, my work will be better and my grades will improve.*

Practice to Improve #1

Practice to Improve #2