

### Academic Improvement Plan Form

<b>Name:</b>	<b>NAU ID:</b>	<b>NAU Email:</b>
<b>Advisor/Faculty Mentor:</b>	<b>Program (ex. Biology, MS):</b>	

**Students are required to complete this form in collaboration with their advisor or faculty mentor.**

Please provide an explanation of the circumstances that led to the low grade(s) earned.

Describe the course of action taken to bring you back into good academic standing and the tangible changes you have made to ensure you only earn grades of A and B for the remainder of your degree or certificate. Please also note how you plan to utilize program and university support resources.

Graduate students must meet the requirements of Good Academic Standing in order to be eligible to continue in or to return to the University. [Good Academic Standing](#) is demonstrated by:

- a 3.00 grade point average (GPA) across all coursework,
- no more than 6 units of “C” course grades for a master’s or doctoral degree (OTD and MPAS programs allow up to 11 units of “C” grades) and no more than 3 units of “C” course grades for graduate certificates,
- Doctor of Physical Therapy (DPT) does not allow any “C” grades,
- no grades of “D” or “F”,
- Fulfilling all program degree or certificate requirements, located in the [Academic Catalog](#).

For students who have earned a D, F, or exceeded the maximum amount of C grades, please indicate which course(s) you will retake, including the term and year you expect to complete them (ex. ABC 123, Spring 2025). If your advisor/faculty mentor has approved a substitution for one (or more) of these courses, indicate those specific course details here. (Students who have only met, but not exceeded, the maximum amount of C grades, may disregard this section.)

For students who currently hold or expect to be granted a graduate assistantship, please describe how you will continue to meet the demands of your coursework and the responsibilities of your graduate assistantship. (This section is not required for students without a graduate assistantship.)

Additional comments (optional):

**Student Acknowledgement:**

- My signature below indicates that I have met with my advisor/faculty mentor to discuss and review the terms of my Academic Improvement Plan.
- I understand that I must have a 3.00 cumulative grade point average (GPA) for all courses, as well as a 3.00 GPA for the courses required for the graduate degree/certificate, in order to be in good academic standing and be eligible for graduation.
- I understand that no grades of D or F may be used towards my degree or certificate requirements.
- I understand that, if I retake a letter-graded course, both grades will remain on the official transcript, though only the highest grade will be used in the GPA calculation if the grade replacement form is submitted & approved. **Please note, NOT all programs allow for repeats. Please refer to the policy for details: [#100318](#).**
- If I fail to meet these conditions, I understand that I may be dismissed from the program, per the [Academic Standing and GPA, Graduate](#) policy.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

**Advisor/Faculty Mentor Acknowledgment:**

- I have met with this student and discussed the different aspects of this plan. The student has been informed of the specific details regarding any courses that must be retaken, if applicable.

\_\_\_\_\_  
Advisor/Faculty Mentor  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/Director  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Associate  
Dean Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Fully signed/approved Academic Improvement Plans should be sent by the academic Associate Dean to [GradSuccess@nau.edu](mailto:GradSuccess@nau.edu) and copied to [Laura.Bounds@nau.edu](mailto:Laura.Bounds@nau.edu) for final review and approval by the Office of Graduate and Professional Studies.**

\* Physical or electronic signatures may be accepted. Electronic approvals must be sent via email from an official NAU email address stating that the Academic Improvement Plan is approved for the individual student.

**OGPS Review:**

**Approved**

**Denied**

**Date:** \_\_\_\_\_