

ACADEMIC RECOVERY PLAN

Strategies for Maximising Your Success
Student Academic Skills
University of Otago

This resource will help you develop a plan for getting back on track with your studies and improving your academic success.

It is designed for students who have:

- failed papers;
- an average mark of less than 60% (C+);
- a GPA of less than 3;
- received an academic warning; or
- been notified they are on conditional enrolment.

We recommend you talk to a staff member at Student Academic Skills who can assist you with your academic recovery plan and advise you on study skills and strategies. Consultations are free and confidential.

Refer to the last page for further sources of support and advice.

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University
of Otago
ŌTĀKOU WHAKAIHU WAKA

Student Academic Skills

1. Identify the challenges to your academic success

Using the list below identify all the things that got in the way of your academic success. Then write three biggest obstacles in the space provided, and note why they interfered with your academic success.

<input type="checkbox"/> I didn't go to lectures, tutorials, labs <input type="checkbox"/> I didn't take notes in lectures <input type="checkbox"/> I was easily distracted in class <input type="checkbox"/> I didn't get my assignments in on time <input type="checkbox"/> I didn't submit my assignments <input type="checkbox"/> I didn't study enough <input type="checkbox"/> I put in the time, but my study was ineffective <input type="checkbox"/> I didn't know how to study <input type="checkbox"/> I didn't manage my time well <input type="checkbox"/> I spent too much time on social media, gaming, etc. <input type="checkbox"/> I wasn't organised <input type="checkbox"/> I had financial problems <input type="checkbox"/> I had difficulty with mathematics <input type="checkbox"/> I had difficulty with writing and referencing <input type="checkbox"/> My study environment was too distracting <input type="checkbox"/> My note-taking skills were poor <input type="checkbox"/> I missed a test <input type="checkbox"/> I didn't keep up with the reading <input type="checkbox"/> I had trouble concentrating <input type="checkbox"/> I didn't get good advice <input type="checkbox"/> I ran out of time to prepare for my exams <input type="checkbox"/> I didn't know how to prepare for exams <input type="checkbox"/> I used NCEA study strategies but they didn't work for university <input type="checkbox"/> I had timetable clashes <input type="checkbox"/> I had problems with my flatmates, college, housing situation	<input type="checkbox"/> I was overly anxious about tests <input type="checkbox"/> I was homesick <input type="checkbox"/> I am unclear about my academic goals <input type="checkbox"/> I allowed use of alcohol and/or other drugs to interfere with my studies <input type="checkbox"/> I had difficulty prioritising between study and social activities <input type="checkbox"/> I wasn't motivated <input type="checkbox"/> I had personal problems or issues <input type="checkbox"/> I didn't get enough sleep <input type="checkbox"/> I had trouble balancing study and paid work <input type="checkbox"/> I wasn't sure I chose the right degree/major <input type="checkbox"/> I became frustrated about my performance and just gave up <input type="checkbox"/> I think I might have an undiagnosed learning disability <input type="checkbox"/> I felt anxious and/or stressed a lot of the time <input type="checkbox"/> I was underprepared for the level of difficulty of classes <input type="checkbox"/> I was involved in too many extra-curricular activities <input type="checkbox"/> I didn't get University emails and announcements on Blackboard <input type="checkbox"/> I didn't have the textbooks <input type="checkbox"/> I had health problems <input type="checkbox"/> I didn't get on with my lecturer/tutor <input type="checkbox"/> Other obstacles
Obstacles	How did this obstacle interfere with your success? Be specific.
1.	
2.	
3.	

2. Identify possible solutions

Use the suggestions below to identify some possible solutions to the obstacles you identified in step 1.

- I will make an appointment with Student Learning Development to discuss my situation and develop a plan for success.
- I will develop a time management plan that works for me.
- I will attend all my classes.
- I will go to class prepared.
- I will set a study schedule for each paper and follow it.
- I will attend all my tutorials and labs.
- I will attend any help sessions and extra tutorials.
- I will attend Student Learning Development study skills workshops.
- If I have difficulty with a subject, I will seek assistance early.
- I will get involved with sport and fitness activities.
- I will get involved with the Locals Programme.
- I will make an appointment with Student Health.
- I will make sure my student email account is working.
- I will contact Student IT Help and sort out my computing issues.
- I will use the textbooks and resources on close reserve at the Library.
- I will talk to my employer and spend less time in paid work.
- I will explore the financial support options on the OUSA website.
- I will regularly evaluate my time management plan and my academic recovery plan.
- I will join a study group.
- I will make better choices regarding my health, sleeping and eating habits.
- I will make better choices regarding my use of alcohol and/or other drugs.
- I will enrol in ENG127.
- I will find out my lecturers' and tutors' names and their office hours.
- I will use my lecturers' office hours to get help.
- I will check if Peer Assisted Study Sessions (PASS) is available for my papers and attend regularly.
- I will get advice from the Career Development Centre and use their services.
- I will seek help from Disability Information and Support.
- I will review the course outline and lecturer expectations for each paper.
- I will establish a regular study schedule for each paper.
- I will resolve any timetable clashes, if possible.
- I will position myself in class for minimum distractions and maximum engagement.
- I will connect with other students and form a study group.
- I will use feedback on my work to improve my learning.
- I will plan ahead for busy assessment times.
- I will attend an exam preparation workshop.
- I will be kind to myself and acknowledge my strengths and successes.

Use the ideas above, or come up with your own, to give three potential solutions for each obstacle.

Obstacle	Solution #1	Solution #2	Solution #3

Other solutions that will allow me to be successful

3. Identify solutions that will work for you

Using the template below, start with the **three most achievable solutions** you are willing to try. State how these solutions will help you, and what efforts you will have to make to achieve them. Be honest with yourself about the commitment and effort you are willing to put in. Develop a plan that works for you.

Obstacle	Solution	How will this solution help?
1.		
2.		
3.		

4. Develop your action plan

Write down your most important goals for this semester. Using the solutions you identified, list the steps you will take to achieve your goals, and the date you will complete the steps.

MY #1 GOAL: _____

Steps I will take to reach this goal:

1. _____ By _____

2. _____ By _____

3. _____ By _____

MY #2 GOAL: _____

Steps I will take to reach this goal:

1. _____ By _____

2. _____ By _____

3. _____ By _____

MY #3 GOAL: _____

Steps I will take to reach this goal:

1. _____ By _____

2. _____ By _____

3. _____ By _____

5. Take advantage of available support and advice

AskOtago (for course advice)

<https://www.otago.ac.nz/course-advice/index.html>

Student Academic Skills

<https://www.otago.ac.nz/hedc/students/index.html>

Locals programme

<https://www.otago.ac.nz/locals/index.html>

International Student Advisers

<http://www.otago.ac.nz/international>

OUSA

<https://www.ousa.org.nz/>

Student Services

<https://www.otago.ac.nz/student-services/index.html>

Māori Centre

<https://www.otago.ac.nz/maoricentre/index.html>

Pacific Islands Centre

<https://www.otago.ac.nz/pacific/index.html>

Information Technology Services (ITS) for Students

<https://blogs.otago.ac.nz/studentit/>

Student Health Services

<https://www.otago.ac.nz/studenthealth/index.html>

Career Development Centre

<https://www.otago.ac.nz/careers/index.html>

Disability Information and Support <https://www.otago.ac.nz/disabilities/index.html>