Academic Recovery Plan

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+);
   have a GPA of less than 3;
   received an academic warning; or
   are on conditional enrolment.

We recommend you talk to a staff member at HEDC - Student Learning Development who can assist you with your academic recovery plan and advise you on study skills and strategies. Consultations are free and confidential.
Email: hedc.studentlearning@otago.ac.nz for an appointment.
Refer to the last page for further sources of support and advice.

Follow the steps in this booklet to develop your academic recovery plan.
# 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.

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

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.

<table>
<thead>
<tr>
<th>Obstacle</th>
<th>Solution #1</th>
<th>Solution #2</th>
<th>Solution #3</th>
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</table>

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.

<table>
<thead>
<tr>
<th>Obstacle</th>
<th>Solution</th>
<th>How will this solution help?</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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</tbody>
</table>
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 Learning Development
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/studentservices/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

This resource was compiled by HEDC – Student Learning Development, using student success resources from Clemson University, University of Nebraska, Oregon State University