

Academic Recovery

Timeline & Process

Academic Resources Office
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01

Timeline:

Fall: 3 weeks before classes begin

Spring: ASAP before classes begin

Action:

Academic Resources sends an email via Basecamp to each student on Academic Recovery with information about the process and to request to schedule a meeting.

02

Timeline:

Fall & Spring Semesters:
2nd day of classes

Action:

Academic Resources sends an Outlook email reminder to each student encouraging them to schedule a meeting and complete their Academic Success Plan. Email will be noted in Basecamp.

03

Timeline:

Academic Success plan due 1 week after add/drop

Action:

Responsive students meet with an academic coach to:

- Review and revise their Academic Success Plan
- Schedule regular check-ins with their academic support team
- Establish an action plan for academic success

04

Timeline:

3 days after the Academic Success Plan is due

Action:

Academic coaches send a third communication via Basecamp email and text to students who haven't responded, reminding students to schedule a meeting and complete the plan. Tagging circle of care members.

05

Timeline:

Week 3 of the semester

Action:

Students who remain unresponsive will receive an email from the Dean of Students Office, sent by the Director of Student Rights and Responsibilities, reinforcing the importance of engaging with Academic Resources.

06

Timeline:

Week 4 of the semester

Action:

If a student remains unresponsive to outreach, a Student Life staff member will walk the student over to the Dean of Students Office or Academic Resources to ensure connection with support services.

07

Timeline:

During advising period

Action:

Academic Resources sends an Outlook email to the Director of Advising listing unresponsive Academic Recovery students to pass along to the necessary advisors.