

ACADEMIC PROGRESS PLAN

NAME	EMPLID	PROGRAM

FALL 2021	SPRING 2022	SUMMER 2022
FALL 2022	SPRING 2023	SUMMER 2023
FALL 2023	SPRING 2024	SUMMER 2024

ADVISOR PRINTED NAME:
ADDITIONAL COMMENTS:
ADVISOR SIGNATURE _____ DATE _____

Instructions

1. **Schedule an appointment with your faculty advisor**

You should schedule an appointment with your advisor during their office hours. Faculty office hours are generally posted on or near the advisor's office door. You can contact the division office if you have trouble locating this information or if the advisor is not in their office during posted hours of availability.

2. **Be prepared for your advising appointment.**

Faculty advisors are a valuable resource to Virginia Western Community College students. Make sure you make the most of your appointment by being on time and fully prepared to get the most from your visit. Bring the following documents with you to your appointment:

A. **A copy of your advising transcript.** It is helpful to be familiar with your current academic standing and your program's graduation requirements which are listed on your advising transcript. You may download a copy of your advising transcript from the Student Center homepage located in the VCCS SIS: Student Information System. Your transcript is found by clicking on "My Academics" and selecting "View My Advisement Report."

B. **A copy of the Academic Program Completion Plan.** You should complete the top portion of this form prior to meeting with your advisor. This includes your name, student ID, and your program of study. It is also important that you create a draft of the completed form prior to your visit. This is particularly helpful when you have a limited amount of time to meet with your advisor. It is also useful to have an idea of the number of courses you will be able to take in any given semester. Remember, your academic standing, family, personal and job responsibilities can significantly impact the number of credit hours you can successfully complete in any given semester. These factors should be considered and discussed with your faculty advisor.

C. **A copy of the curriculum sheet found in the academic catalog.** The guidelines for completion of your program of study can also be found in the academic catalog. It is always beneficial for you to have on hand a copy of the catalog that was in force at the time you entered your particular program of study. Program requirements may change throughout your tenure at Virginia Western. However, generally speaking your graduation requirements remain consistent based upon your date of entry into your program of study.

3. **Following your appointment with your faculty advisor.**

After you have met with your faculty advisor, return the signed Academic Program Completion Plan form to the Office of Financial Aid and Veterans' Affairs. If your appeal is approved, you will then meet with a member of the financial aid staff to discuss and sign the Academic Plan Agreement.