

# Academic Turnaround Program Guide

## Spring 2022

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## Message from the Academic Turnaround Program Coordinator



Hello, my name is Kaliopi Gorgichuk and I wanted to take a moment to introduce myself. I am the Coordinator of the Academic Turnaround Program, or ATP for short. I work with your Faculty to support students with their application into the program and in meeting all of the program requirements. If you choose not to engage in ATP, I can help you identify your options.

I recognize that the information you have received from your Faculty may be overwhelming or surprising for you. Dealing with academic hardships can be stressful. We know that you are capable of achieving academic success and completing your desired degree. Alongside my colleagues in the Student Success Centre and your Faculty, we will work together to help you regain Good Academic Standing.

Take your time going through the information found in this ATP Guide and know that we are here to support you if you have any questions.

On behalf of the Student Success Centre and your Faculty, we look forward to being part of your academic journey!

Kaliopi

### Academic Turnaround Program (ATP) Overview

At the end of every Winter term, your faculty conducts an academic review, and informs students if they have not obtained the minimum GPA or if they have not met the academic requirements to continue. The academic review is a way to inform students of their degree progress.

The Academic Turnaround Program is an opportunity for students who will be required to withdraw from the Faculties of Arts, Nursing, Science, the Haskayne School of Business, and the Schulich School of Engineering to regain their academic standing. Eligible students will receive an invitation from their faculty to apply to the Academic Turnaround Program.

This ATP Guide serves students in the Faculties of Arts, Science, and the Schulich School of Engineering as a resource to support in the application process. Haskayne students should contact their faculty Academic Development Specialist, Susan Basudde at [susan.basudde@haskayne.ucalgary.ca](mailto:susan.basudde@haskayne.ucalgary.ca) with all Academic Turnaround Program inquiries.

## What are the Program Requirements?

If you choose to engage in the Academic Turnaround Program, you will need to comply with the following requirements:

### **Modify Course Load**

Once you have been accepted into the Academic Turnaround Program, you must modify your course registration to align with the course load specified in your ATP Invitation letter: Your 2022 Academic Review Results and Invitation to Participate in the Academic Turnaround Program (ATP). This will include course limits and/or the registration of specific courses.

Course limits are set in place to support students in a successful turnaround. Registration in excess courses will result in your faculty requiring you to remove yourself from one or more courses; if this occurs after the drop deadline, you will remain liable for tuition and fees for the dropped course(s).

You may not enroll in courses at other institutions until you have cleared the Academic Turnaround Program.

### **Attend the Weekly Academic Turnaround Seminar Series (ATSS)**

The ATSS is a weekly non-credit class designed to provide students in-context strategies, create goals, and reflect on their academic improvement and well-being on a weekly basis. Students will learn techniques through on-going application. A student in ATP will attend these weekly seminars in the Fall semester, unless they indicate in their application that they would like to take additional time off. Seminars run from the week of September 12<sup>th</sup> 2022 to the week of November 21<sup>st</sup> 2022.

You must achieve a passing grade of 70%. You may achieve this grade by attending all of the sessions. You can also achieve a passing grade through a combination of attendance and assignment completion. The course outline can be found in your D2L course which you will be added to in early September.

Important Note: Your grade in the ATSS will be part of consideration in any future appeal of a Required to Withdraw (RTW) ruling.

Review the [Register for the Academic Turnaround Seminar Series](#)

### **Pay the ATP Fee**

The program fee of \$500 will be applied to your Student Centre at the beginning of the Fall 2022 semester. The deadline to pay this fee without incurring interest is by the fee deadline. This is inline with your UCalgary tuition payment schedule. Students taking time off will be required to pay their program fee the semester they return to their studies.

### **Obtain Good Standing**

In May 2023, your academic record will again be reviewed by your faculty. Please refer to your ATP invitation letter titled: Your 2022 Academic Review Results and Invitation to Participate in the Academic Turnaround Program (ATP) for the GPA and any other requirements you must meet to continue in your studies. You can also connect with an advisor in your faculty.

## What are the Application Requirements?

Entrance into the program is conditional on the successful completion of the ATP Application by the deadline indicated in the ATP Invitation you received from your Faculty. The application consists of two parts:

**Contract** - The Contract serves as an acknowledgment of the Academic Turnaround Program Requirements. Review the above [Program Requirements](#)

**Plan for Success** - A Plan for Success is a *reflective essay* addressing the academic challenges that you have faced in your last academic year, along with goals and specific strategies you plan to implement to accomplish your goals.

Your application will be reviewed by an Academic Development Specialist within 10 business days from submission. Your Plan for Success will also be added to your student file. In the event that you submit a future appeal with regards to your academic standing, your Plan for Success may be reviewed by the appeals committee in order to gain a full understanding of your academic history.

## How do I Apply to the Academic Turnaround Program?

### Instructions

1. Go to <https://elevate.ucalgary.ca> and log into your account.
2. In the left side menu, select **Student Success Centre**.
3. Select **Academic Turnaround Program**.
4. Select **Academic Turnaround Program Application**.
5. Click within the highlighted box to open the Application.
6. On the next screen, your program will display. Select the highlighted area to open the ATP Contract and Plan for Success. NOTE: You will be able to come back to this screen later to verify if you have been admitted.

These steps are illustrated in the images below.

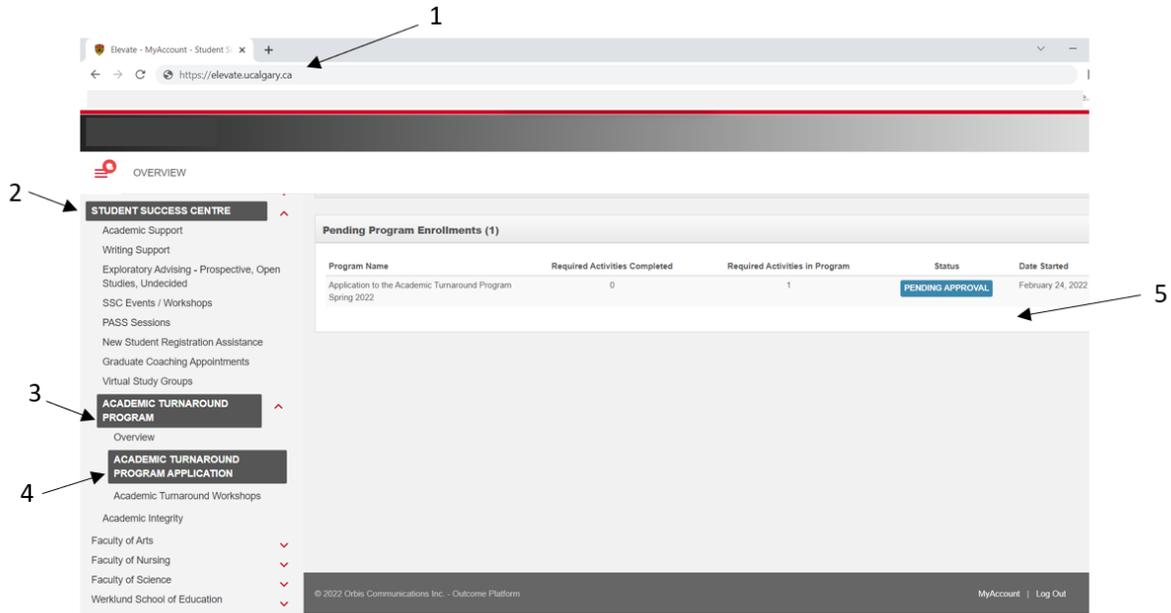


Figure 1 Student Success Centre menu and the Academic Turnaround Program sub-menu in Elevate.

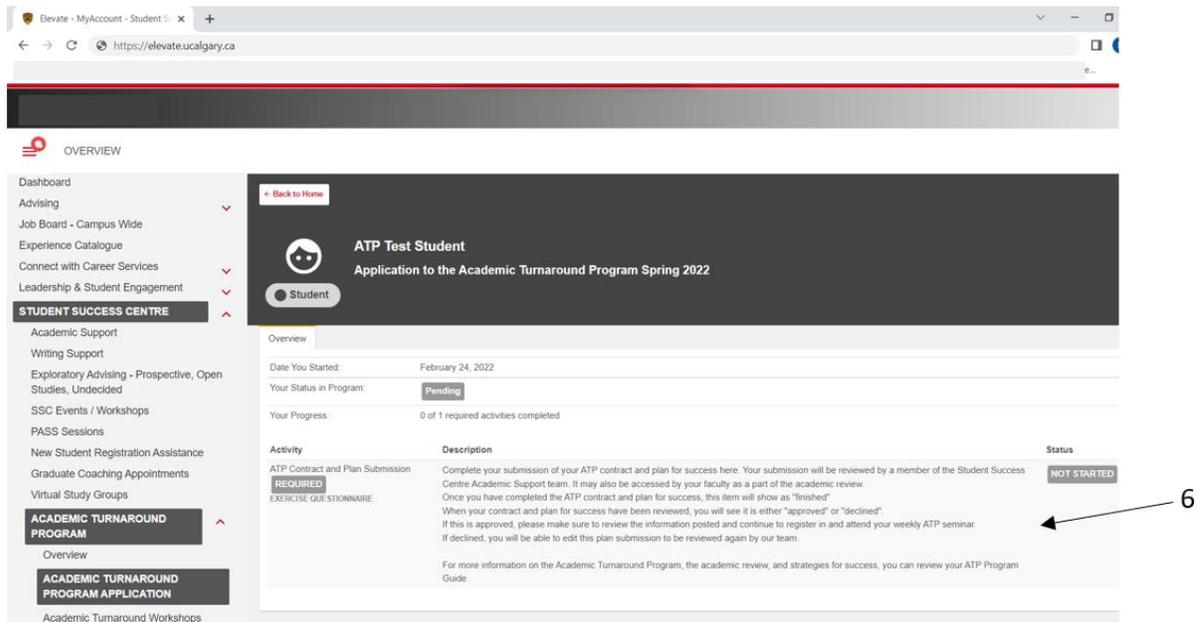


Figure 2 Academic Turnaround Program Application in Elevate.

You may now begin the application. The resources below will explain each of the contract questions and give you suggestions to support you in writing a successful Plan for Success.

## Breakdown of Contract Questions

**Program Acknowledgement:** All students invited to ATP following their 2021/2022 academic year are part of the Spring 2022 intake, regardless of the semester they return to classes (ie. Fall 2022, Winter 2023).

**Time off Return:** If you plan to resume studies in the upcoming Fall semester, select NO to the question “Are you planning to take time off during the Fall 2022 semester”. If you realize that you would like to take time away from your studies but plan to engage in the Academic Turnaround Program at a later date, you are welcome to do so. We ask that you indicate this in this section of the Contract and then elaborate further in your Plan for Success, otherwise we will be expecting you back in the upcoming Fall semester. You will still need to complete the entire contract and submit a plan for success by the deadline provided to you in your Academic Turnaround Program invitation. Once you are accepted into the program, you will be provided with updated information regarding your time-off request. Students applying for the Academic Turnaround Program are eligible to take up to ONE year off. If you require any more time off, you will need to connect with your faculty to discuss this option. Keep in mind that if you are registered in any spring 2022 or summer 2022 courses, you will still be reviewed in the Winter 2023 semester. If you have any questions about this, please see a program advisor in your Faculty. Review [I May Need Additional Support. Who Can Help Me?](#)

**Faculty:** Select the Faculty in which you are currently registered in as of Winter 2022. From here, the contract questions will change depending on your Faculty. This will include a **Course Load Acknowledgement**, an **ATP Academic Review Acknowledgement**, and depending on your Faculty, **Course Progression Acknowledgement**, and/or a **Plan Progression Acknowledgement**.

**Fee Acknowledgement:** In participating in the Academic Turnaround Program, a program fee of \$500 will be applied to your Student Centre at the beginning of the semester in which you return to your studies.

**Seminar Series Acknowledgement:** You must enrol in one section of your chosen stream of the weekly Academic Turnaround Seminar series in the first Fall or Winter term that you are enrolled in academic courses. A passing grade of 70% is required and can be achieved by attending all of the sessions or through a combination of attendance and assignment completion. Your grade in the Seminar will be part of consideration in any future appeal of an RTW ruling. Review [Register for the Academic Turnaround Seminar Series](#)

**Accommodation Policy Acknowledgement:** Under Alberta Human Rights legislation, the University of Calgary has a Duty to Accommodate. The Duty to Accommodate is set out in the [Student Accommodation Policy](#). It is your responsibility to read this policy and to request an accommodation if you need one.

**Accessibility Acknowledgement:** If you are concerned that a disability or medical condition may impact your academic performance, it is your responsibility to contact [Student Accessibility Services](#) as set out in the [Procedures for Accommodating Students with Disabilities document](#).

**Plan Submission:** The Plan for Success must be submitted in essay-format and should be approximately one page in length. The essay will help you to reflect on your past year and set goals for the coming year. See [Things to consider when writing your Plan for Success](#)

**Getting a Successful Start:** To support you as you resume your studies, you have an opportunity to meet with a member Student Wellness Services and/or the Student Success Centre. Although you are required to answer this section, you may decline by selecting ‘not at this time’ OR you may agree to have a member of the team you have selected to reach out to you by choosing “Yes”.

For additional information, please review [ATP Application Process Video](#)

### **Things to consider when writing your Plan for Success**

The Plan for Success has two sections:

The first section is an *Assessment of the Past*: what we are looking for here is an honest reflection of the challenges you experienced. To complete this section, you should consider the challenges you faced, the cause(s) of the challenges, and identify any aspects for which you are responsible. Please provide only the level of detail that you are comfortable with.

The second section is *Strategies for the Future*: this is typically the longer part of the essay that requires you to identify concrete strategies to overcome each challenge you experienced. Specifically, you need to identify a strategy to address each and every challenge identified in the first section of the plan.

There are many resources offered at the University of Calgary to support students' learning and well-being. As you consider your plan for success, the following table below outlines campus resources that are available to help support your academic turnaround.

<b>Resources</b>	<b>Description</b>
Student Success Centre: <a href="#"><u>Exploratory Advising</u></a>	Advising for students who are considering changing their program and are undecided on which program is right for them.
Student Success Centre: <a href="#"><u>Academic Support</u></a>	Tailored meetings focusing on academic improvement and study skills development.
Student Success Centre: <a href="#"><u>Writing Support</u></a>	Improve writing and receive information on writing for different types of assignments.
Student Success Centre: <a href="#"><u>Academic Integrity</u></a>	Avoid unintentional plagiarism and misconduct.
<a href="#"><u>Student Accessibility Services</u></a>	Work with students and faculty to create an accessible learning environment. This means they work with students with disabilities and medical conditions.
<a href="#"><u>Student Wellness Services</u></a>	Offer comprehensive, holistic, and accessible programs and services to foster all dimensions of wellness.
<a href="#"><u>International Student Services</u></a>	Support all international students as they adjust to their new life not only at the University of Calgary but to life in Canada.
<a href="#"><u>Leadership and Student Engagement</u></a>	Offer opportunities for students who want to get involved on campus.
<a href="#"><u>Career Services</u></a>	Support students who would like to know what they can do with their degree or major, require career advice, or help in searching for jobs.
<a href="#"><u>Writing Symbols Lodge</u></a>	Offers culturally based services and opportunities to enhance the student experience and support academic success.
Professors and Teaching Assistants	Each Professor offers office hours in which they are available to assist with clarification on course assignments or concepts.
<a href="#"><u>Program Advisors</u></a>	Assist with course selection, degree requirements, academic review process.

In addition to resources and services, think about your current habits and consider those you would like to keep and those you would like to change. Examples of areas to reflect on can be sleep habits, routine, school/life balance, and study environment. What are a few small steps you can take that will bring positive results? You know yourself best – think about the positive impact that even one small change can make.

Below is a Plan for Success brainstorming table, use it as an example to organize your ideas for your Plan for Success. Starting on the left side of the table, you can first address the challenge(s) you faced and the cause of those challenges under Assessment of the Past. Use the campus resources provided above and reflect on your personal habits, then, write in your strategies and specific action steps under Strategies for the Future. Examples are provided in the table to show the brainstorming process.

**Plan for Success Brainstorming Table**

<b>Challenge</b> Assessment of the Past	<b>Cause</b> Assessment of the Past	<b>Strategy</b> Strategies for the Future	<b>Action Plan</b> Strategies for the Future
I missed a lot of classes.	I felt lonely in my online classes.	Get involved on campus to meet people.	Join an intramurals sports team in September. Attend the information fair during Clubs Week; pick two clubs to learn more about by attending a meeting.
I do poorly on tests.	Inadequate preparation.  Feel stressed when writing exams.	Improve my time management skills.  Seek counselling support. Learn more about potential accommodations and options.	Breakdown my studying into small steps Attend an “Exam Preparation” seminar in September.  Call tomorrow to book an appointment with both Student Wellness Services and Student Accessibility Services.
I don’t like my program.	I didn’t know much about it when I applied; thought it would be more interesting.	Pick a new Major along with one back up plan.	Book an appointment with the Exploratory Advising team in June  Book with Career Services in June.

Once you have completed the brainstorming process, you can begin your essay. Your final Plan for Success can be copy/pasted into the Plan Submission textbox in the Application form.

For additional information, please review [Things to consider when writing your Plan for Success Video](#)

## I've applied. What can I do as I Await a Response?

An Academic Development Specialist will review your application within 10 business days from the date of your submission. As you await a response, complete the following steps:

### Register for the Academic Turnaround Seminar Series (ATSS)

There are two streams of ATSS seminars, so you can select the one that best suits your needs:

*Academic Success* - This non-credit course provides students with an opportunity to improve their academic success by developing in-context academic strategies, as well as creating and tracking academic goals, while engaging in reflection about their academic improvement. Focusing on the development of self-regulated learning strategies, students will learn study techniques through an on-going application to their current course work.

*Personal Resilience* - This non-credit course provides students with an opportunity to improve their academic success through fortifying their personal resilience, as well as creating and tracking academic goals, while engaging in reflection about their academic improvement. Focusing on the development of personal resilience, students will learn strategies to enhance their self-care and ability to positively respond to adversity, through an on-going application to their challenges during the semester.

### Instructions

Once you have decided on which stream you would like to take, please follow the steps below to register –

1. Go to <https://elevate.ucalgary.ca> and log into your account.
2. In the left side menu, select **Student Success Centre**.
3. Select **Academic Turnaround Program**.
4. Select **Academic Turnaround Workshops**.
5. Use the arrows to move forward to the month of September and select your preferred seminar.

You only need to register for the week of September 12<sup>th</sup> however, your seminar will occur at the same day and time for the remainder of the semester. Once the seminar begins, you will be added to the D2L course where you will gain access to the weekly seminar resources.

You can switch sections during the summer months, up until the add/drop deadline. Once the deadline has passed, you will commit to your registered section for the duration of the semester. Ensure the section fits with your course schedule. You may need to modify your academic and personal schedule to ensure the seminar fits.

If you are returning in Winter 2023, the ATP Coordinator will contact you in December 2022 with registration information for the Winter 2023 semester.

For additional information, please review [Academic Turnaround Seminar Series: Stream Selection and Registration Video](#)

## Register for Academic Courses

Review [Modify Your Course Load](#)

## I've been Accepted. What are my next steps?

When you were notified of your acceptance into ATP, you would have been directed to your Approval Letter. This letter will relay the Program Requirements you agreed upon in the application portion of the ATP Application. Before you commence your next semester, you are welcome to connect with an Academic Development Specialist to further discuss the strategies you indicated in your Plan for Success. Book an appointment through elevate (select **Student Success Centre** and select **Academic Support**).

## I may need additional support. Who can help me?

Join ATP Coordinator, Kaliopi Gorgichuk via Zoom for a LIVE Walk-thru of the application process and program requirements. Email [turnaround@ucalgary.ca](mailto:turnaround@ucalgary.ca) for more information on upcoming sessions.

Please email [turnaround@ucalgary.ca](mailto:turnaround@ucalgary.ca) for any questions related to the Academic Turnaround Program. If you would like to book a meeting for assistance with your application, you may indicate this in the email.

For Faculty-specific advising, contact an advisor in [Undergraduate Science Centre](#), [Arts Students' Centre](#), [Haskayne School of Business](#), or the [Engineering Student Centre](#).

For independent advice, contact the [Student Ombuds](#).

For more information, including FAQ's, check out the [Academic Turnaround Program](#) website.