



# Academic Turnaround Program Guide

## Spring 2023

### Table of Contents

Message from the Academic Turnaround Program Coordinator .....	2
Academic Turnaround Program (ATP) overview .....	2
What are the program requirements? .....	3
Modify course load .....	3
Attend the Academic Turnaround Seminar Series (ATSS) .....	3
Pay the ATP fee .....	3
Obtain Good Standing.....	3
What are the application requirements? .....	4
Contract .....	4
Plan for Success.....	4
How do I apply to the Academic Turnaround Program? .....	4
Instructions on how to apply .....	4
Breakdown of Contract questions .....	6
Things to consider when writing your Plan for Success .....	7
Plan for Success brainstorming table.....	8
Response considerations examples.....	9
I've applied. What can I do as I Await a Response?.....	11
Register for the Academic Turnaround Seminar Series (ATSS) .....	11
Instructions on how to register for a seminar or ATSS section .....	12
Register for academic courses .....	13
I've been accepted. What are my next steps?.....	13
I may need additional support. Who can help me?.....	13

## 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 you with your application into the program and in meeting 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 can achieve academic success and complete 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.

ATP 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 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 program inquiries.

## **What are the program requirements?**

If you choose to engage in ATP, 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 2023 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 you 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 regained Good Academic Standing.

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

The ATSS is a non-credit class designed to provide you in-context strategies, create goals, and reflect on their academic improvement and well-being. You will learn techniques through on-going application. You will attend these seminars in the Fall semester alongside your academic courses, unless you indicate in your application that you would like to take additional time off.

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 the semester in which you are enrolled in the ATSS. The deadline to pay this fee without incurring interest is by the fee deadline of the registered semester. This is inline with your Ucalgary tuition payment schedule.

### **Obtain Good Standing**

In May 2024, your academic record will again be reviewed by your faculty. Please refer to your ATP invitation letter titled: *Your 2023 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 ATP requirements. Review the above [Program Requirements](#)

**Plan for Success:** A Plan for Success is a personal reflection 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 5 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 on how to apply

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:**

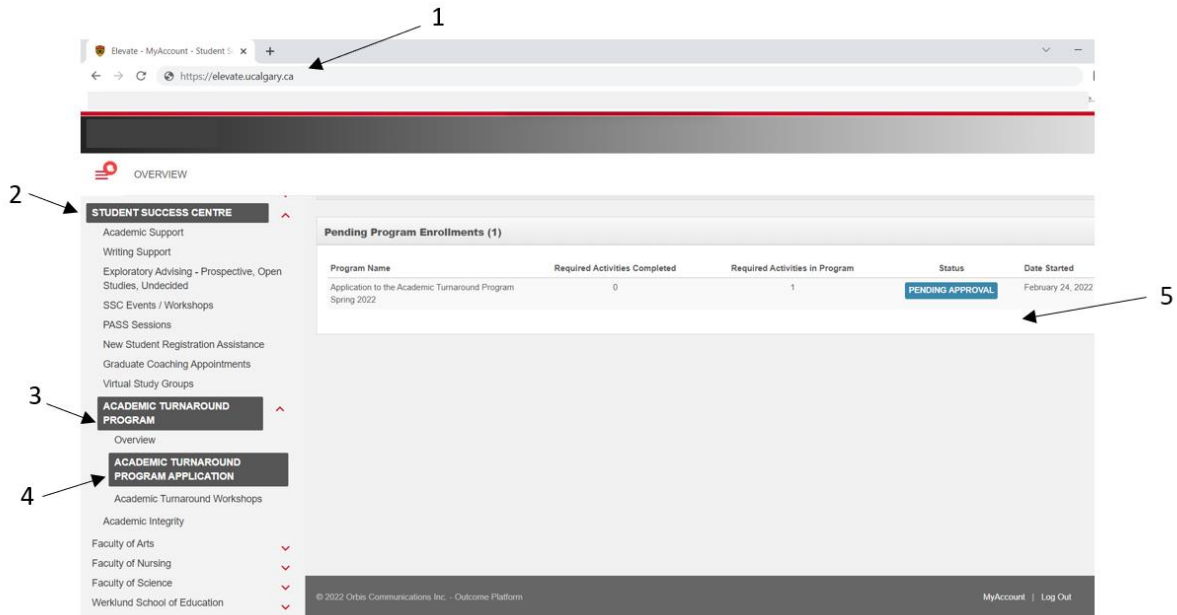


Figure 1 Student Success Centre menu and the Academic Turnaround Program sub-menu in Elevate.

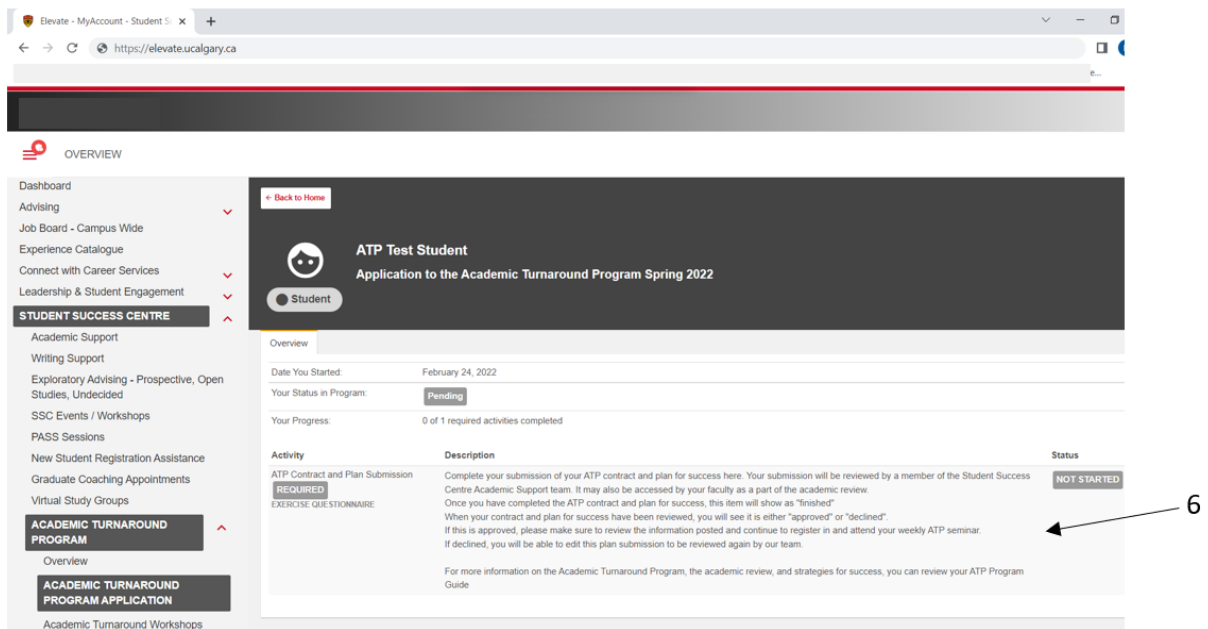


Figure 2 Academic Turnaround Program Application in Elevate.

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:** You are invited to ATP following your 2022/2023 academic year regardless of the semester you return to classes (i.e., Fall 2023, Winter 2024).

**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 2023 semester”*. If you realize that you would like to take time away from your studies and engage in ATP 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 Plan for Success by the deadline provided to you in your ATP invitation. Once you are accepted into the program, you will be provided with updated information regarding your time-off request. Students applying for the ATP 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 2023 or Summer 2023 courses, you will still be reviewed in the Winter 2024 semester. If you have any questions about this, please contact 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 2023. 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 ATP, a program fee of \$500 will be applied to your Student Centre at the beginning of the semester in which you are enrolled in the ATSS alongside your academic courses.

**Seminar Series Acknowledgement:** You must enrol in one section of your chosen stream of the ATSS 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 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 for Success:** The Plan for Success is an opportunity to reflect on challenges and strategies. This Plan will help you to reflect on your past year and set goals for the coming year. Review [Things to consider when writing your Plan for Success](#)

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

### **The Plan for Success has two components:**

The first component 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.

The second component is *Strategies for the Future*: This section asks you to identify supportive resources and concrete strategies to overcome each challenge you experienced. Specifically, you need to identify resources and strategies to address each challenge identified in the first section of the plan.

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.



## **Response considerations examples**

Below are helpful tips, examples of what to aim for and what to avoid for your Plan for Success. Use this information to support you in completing the questions.

### **Question 1:**

Reflect on this last academic year and share any challenges you feel impacted your academic performance. *Keep in mind: Approximately 50 words and written in complete sentences.*

*Helpful tip:* Provide only the level of detail that you are comfortable with.

*What to aim for:* “I struggle when it comes to writing exams. Come to think of it, this has been going on since high school. I do very well on assignments. Also, due to missing a lot of classes, I couldn’t keep up with the course material and found myself playing ‘catch-up’. I started procrastinating as I was feeling overwhelmed.”

*What to avoid:* “Writing exams and missing lectures were my challenges.”

### **Question 2:**

Explain what you feel might have been the cause of those challenges. *Keep in mind: Approximately 50 words and written in complete sentences.*

*Helpful tip:* Understanding the cause of a challenge can assist in identifying the proper resource to support you. Again, provide only the level of detail that you are comfortable with.

*What to aim for:* “When I walk into an exam, I instantly feel stressed. When I walk out of the exam, I realize that I hadn’t studied all the material. It didn’t help that I missed a lot of my classes. I don’t like studying alone and I felt lonely on campus since I didn’t know anyone.”

*What to avoid:* “Inadequate preparation and felt stressed”

### Question 3:

Select up to four resources from the list below that you can use to address those challenge.

*Helpful tip:* There are many resources offered at the University of Calgary to support your learning and well-being.

The following table below outlines campus resources that are available to help support your academic turnaround. If there is a resource you would like to explore that isn't listed, select *Other* and write it in.

#### UCalgary resources table

Resources	Description
Student Success Centre: <a href="#">Exploratory Advising</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="#">Academic Support</a>	Tailored meetings focusing on academic improvement and study skills development.
Student Success Centre: <a href="#">Writing Support</a>	Improve writing and receive information on writing for different types of assignments.
Student Success Centre: <a href="#">Academic Integrity</a>	Avoid unintentional plagiarism and misconduct.
<a href="#">Student Accessibility Services</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="#">Student Wellness Services</a>	Offer comprehensive, holistic, and accessible programs and services to foster all dimensions of wellness.
<a href="#">International Student Services</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="#">Leadership and Student Engagement</a>	Offer opportunities for students who want to get involved on campus.
<a href="#">Career Services</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="#">Writing Symbols Lodge</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="#">Program Advisors</a>	Assist with course selection, degree requirements, academic review process.

#### **Question 4:**

For each resource identified, indicate how you plan to integrate them into your upcoming year. *Keep in mind: minimum one sentence per resource.*

*Helpful tip:* Create a goal for each resource by identifying your next steps (i.e., date/timeline).

*What to aim for:* “Attend the ‘Exam Preparation’ seminar in October offered by the Student Success Centre.” “Call tomorrow to book an appointment with both Student Wellness Services and Student Accessibility Services.” “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.”

*What to avoid:* “Attend a workshop”, “Contact the resources I selected in the last question”

#### **Question 5:**

Think about your current habits and consider what you would like to keep and what you could change. What are a few small steps you can take that will bring positive results? *Keep in mind: aim for 2-3 sentences.*

*Helpful tip:* Think about the positive impact that even one small change can make. Examples of areas to reflect on can be sleep habits, routine, school/life balance, and study environment.

*What to aim for:* “I will breakdown my studying into small steps”. “I will spend time weekly reviewing previous week’s course material”. “I will create a consistent morning routine to support in improving my sleep patterns”.

*What to avoid:* “sleep better and study better”

#### **Question 6:**

Complete the following statement: If I run into challenges next year, I will ... *Keep in mind: one sentence.*

*Helpful tip:* Consider what your first step would be.

*What to aim for:* “Connect with my Seminar Instructor to discuss strategies to support me”.

*What to avoid:* “Find ways to deal with my challenges”

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

An Academic Development Specialist will review your application within 5 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. The outlines below can help you select the one that best suits your needs:

**Academic Success stream:** 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 stream:** 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 on how to register for a seminar or ATSS section*

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 next offering and select your preferred seminar.

Once registered, you can switch sections up until the semester 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. Once the seminar begins, you will be added to the D2L course where you will gain access to the seminar resources.

You must be enrolled in academic courses the semester they engage in the ATSS. There are a variety of options to choose from.

**If you are taking academic courses in the Fall 2023, semester, chose from the Block Week or weekly seminar options:**

*Block Week:* This five-day intensive section, scheduled August 28<sup>th</sup> - September 1<sup>st</sup> will have you attend two hours daily to cover the course content, with the assignments, bonus points due throughout the Fall semester. If interested in this offering, register for Day 1 (August 28<sup>th</sup>) only, with the intention to commit daily, and the Program Coordinator will then manually add you into this section.

*Weekly Seminar:* This section starting the week of September 12<sup>th</sup> will have you attend 50 minutes weekly for the duration of the seminar, with the assignments, bonus points due throughout the Fall semester. If interested in this offering, register for the first seminar (week of September 12<sup>th</sup>) only, with the intention to commit to the same day/time weekly, and the Program Coordinator will then manually add you to this section.

**If you indicated in your ATP application that you are taking time-off, you will choose from either of the following options, depending on your return to academic courses:**

*Winter 2024 Weekly Seminar:* This offering starting the week of January 15<sup>th</sup>, will have you attend 50 minutes weekly for the duration of the semester. To enrol in this offering, register for the first seminar (week of January 15<sup>th</sup>) only, with the intention to commit to the same day/time weekly, and the Program Coordinator will then manually add you to this section.

*Fall 2024:* If you have indicated that your return to academics will be in Fall 2024, the ATP Coordinator will contact you in June of 2024 with the registration information for the Fall 2024 semester.

### **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.