

Example of an Academic Plan (Source: School of Education)

Student:	ID:	Programme:
Programme Co-ordinator:	Level:	Date of Meeting:

Reasons for Academic Plan (please indicate confidential as required and evidence to support):

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Has evidence been submitted to Mitigations Administrator:

Yes / No

Outstanding assessments:

Banner Code	Module Title	Credit	Original Date	New Date

Do these dates have any implications on student progression?

Yes / No

Will the student be given adequate opportunity to achieve the progression requirements (100 Credits) before the September Exam Board?

Yes / No

Has this been discussed with the student?

Yes / No

Additional advice given to student (e.g. SSCS, LOA, Academic Writing Support, time management, study skills advice):

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Please note if any advice has been given about strategies for managing study time, catching up with work, or accessing Academic Support. Please also confirm that the student has agreed to the plan. Please also note if you have advised the student that Leave of Absence would be a more appropriate strategy. Please confirm that module leaders have been consulted. The declaration below must be signed by the student for the plan to take effect.

I agree to the above changes to assessment dates. **Student signature**

Date