



Information and Application Guidelines for the Academic Support Program (ASP)

The Academic Support Program (ASP) is designed to provide eligible academically dismissed Portland State University students another opportunity to continue their education at PSU. The ASP puts a **temporary** override on the dismissal, allowing the student to register for courses. You must apply to the ASP program, and admission is determined through a committee decision. The amount of time a student can participate in the ASP program is determined based on the individual student's circumstances and needs, not to exceed one academic year.

If admitted, the ASP student's credit hours will count toward graduation. However, an ASP student is not considered in "good standing" at PSU and, therefore, ASP student's **MUST** petition the Scholastic Standards Committee for formal reinstatement at the conclusion of their ASP eligibility. ASP does not guarantee that a student will be reinstated to PSU. ASP also does not guarantee the release of financial aid. Contact the Financial Aid office if you have questions regarding your financial aid status.

When you apply to the ASP, you must remember that you are trying to persuade the ASP committee to accept you into the program. In most cases, you will not be able to appeal to the committee in person, so the letter you write will have to explain your situation clearly, concisely, and convincingly.

The committee will base their decision on the following documentation:

1. Your personal statement
2. A letter of recommendation or statement of support from a faculty member or adviser

For **application deadlines**, please check ASP website at
<http://www.pdx.edu/uasc/asp.html>

Personal Statement

You must explain the circumstances that led to your academic dismissal and the circumstances that now, in your opinion, would lead to an improved academic performance. This explanation is very important and should be as complete as possible. Include in this explanation a realistic plan to improve your academic performance. Some questions to be considered when formulating your statement include:

- ❖ What were the circumstances that contributed to your being placed on academic warning?
- ❖ After meeting with an academic advisor when you were initially placed on academic warning, what changes did you attempt to make to improve your academic performance?

- ❖ What were the reasons that you continued to struggle in your classes? These may be academic or personal.
- ❖ How have you addressed these issues?
- ❖ Why should you be allowed to continue at PSU rather than attending a community college?

Documentation and Letter(s) of Recommendation

A letter of recommendation from a faculty member who can speak to your ability to succeed at PSU is required. This may be an academic advisor, instructor or other appropriate individual.

The following documentation, if mentioned in your personal statement, strengthens your request to the committee and should be included with the petition:

- Medical documentation: Letters from doctors, clinics, or hospitals validating your situation
- Police or traffic reports
- Documentation of birth or death
- Work schedule, verified by employer
- Letters of recommendation in addition to the required letter

Academic Planning Worksheet

Included in this ASP application packet is an academic planning worksheet that you must fill out. Although you are not required to meet with an adviser in your major department for the purpose of this application, doing so will assist you in filling this form out. If admitted to the ASP, you will be **required** to meet with your major adviser. This tentative schedule is intended to provide the ASP Admissions Committee with a better sense of how you plan your time. Final approval of your schedule is made by the ASP Coordinators after admission to the program.

Notification of the status of an ASP application will be by phone or email. If you have any additional questions, please contact an ASP Adviser in the Undergraduate Advising & Support Center, Room 425 Smith Memorial Student Union, (503) 725-4005 or email askuasc@pdx.edu.

ACADEMIC SUPPORT PROGRAM APPLICATION

Students who have been dismissed from Portland State University may be eligible to apply for the Academic Support Program (ASP). Those students who show a reasonable potential for academic improvement, as determined by the ASP committee, will be admitted for a limited time. Students admitted to the ASP are allowed to continue their enrollment on a contractual basis with the understanding that formal reinstatement to the university may only be granted by a successful petition to the Scholastic Standards Committee. Please note, once admitted to the program, the ASP student may continue to receive PSU based financial aid for which s/he is eligible. *The ASP cannot override credit deficiencies for financial aid purposes.*

To Apply: Complete the middle portion of this form. Attach a personal statement detailing the circumstances that led to your dismissal or would otherwise support your request for admission (see guidelines sheet). A letter of recommendation from an adviser or faculty member is required (see information sheet for details). Other documentation that may support your petition should also be included. Return the application to the Undergraduate Advising & Support Center (425 SMSU).

Name _____ PSU ID# _____

Address _____
Street City/State Zip Code

Phone _____ OK to leave message? _____

E-Mail _____ Major? _____

Academic Adviser _____ Date of last visit with adviser _____

In addition to the Academic Support Program, you may be eligible for other services at Portland State University (Disability Resource Center, Center for Student Health & Counseling, Educational Equity Programs & Services, etc). Your ASP adviser will discuss these options with you, or you may discuss this with any UASC adviser.

For office use only				
Term DSQ _____	GPA at DSQ _____	PSU cumulative GPA at DSQ _____		
PSU Credits _____	Trans Credits _____	Transfer GPA _____		
Term Reinstated _____	Term Graduated _____	Term Removed from ASP _____		
Total Credits in ASP _____				
SOC _____	FG _____	DRC _____	INT _____	IMM _____
Employed Y / N	If yes, hours per week _____			

Academic/Course Planning Worksheet
Academic Support Program

Submit to: Academic Support Program/UASC, 425 SMSU

Student: _____

Major: _____

Date: _____

Adviser: _____

This student is required to meet with you to discuss academic planning as a condition of their contractual agreement for the Academic Support Program (ASP). Please note that ASP students are limited to 16 credit hours per term. Please feel free to contact the ASP if you have any questions at 5-4005.

Proposed Courses:

Fall 2007

Winter 2008

Spring 2008

<u>Fall 2007</u>	<u>Winter 2008</u>	<u>Spring 2008</u>

Letter of Recommendation
Academic Support Program (UASC)

Student: _____ **ID:** _____

Applicant: A letter of recommendation is required for application to the Academic Support Program. Please request that your academic advisor or other faculty member address the likelihood that you will succeed in your declared major and at Portland State University.

Advisor: The above student has been academically dismissed from Portland State University. The student is applying to the Academic Support Program in lieu of an application for reinstatement to PSU. If you have questions about the ASP, please refer to our website: <http://www.pdx.edu/uasc/asp.html>.

We would like your assessment of the student's academic ability and potential to be successful in their chosen major and as a student at PSU.

Please send this form directly to:
UASC/ASP- 425 SMSU

Signature

Name (please print)

Position

Department

Date

Institution
