Dear Student,

We want you to be successful in your courses and in college. You are accessing this form because you are registering for a course for a third or fourth time. You need to change what you are doing, so you will be more successful this time. This means identifying what went wrong when you took this course before, and what you will do differently. Doing the same things again probably will not bring about a better result. We are asking you to rethink your assumptions about what it takes to be successful in this course and in college.

Now is the time to commit to changing your approach and adopting new strategies, so you can master the course material. A SMART Action Plan will help you do this! A SMART Action Plan is Specific, Measurable, Achievable, Relevant and Time-Framed.

All the information you need to compete a SMART Action Plan and get it approved by the academic department is contained HERE. You cannot re-enroll in this course without an APPROVED SMART Action Plan.

Please follow the timeline below to get your SMART Action Plan approved, so you can register for the courses you want:

- If you are going to repeat the course in a fall term, complete your SMART Action Plan and meet with the academic department for the course you want to repeat NO LATER THAN August 15.
- If you are going to repeat the course in a spring term, complete your SMART Action Plan and meet with the academic department for the course you want to repeat NO LATER THAN December 1.
- If you are going to repeat a course in any summer term, complete your SMART Action Plan and meet with the academic department for the course you want to repeat NO LATER THAN April 15.

Remember, the sooner you complete and get your SMART Action plan approved, the sooner you will be able to register and build the schedule you want.

If you have any questions, contact the academic department at your campus where the course is offered.

We wish you much success!

10.20.17
Repeating a Class Successfully: SMART Action Plan Instructions and Examples

1. FIRST: Describe Obstacles

Please list the obstacles that prevented you from completing and passing the class you now want to repeat. This will help you direct your energy and focus where it is needed most. (Please list at least 2 or 3 of the biggest obstacles.)

1. 
2. 
3. 
4.

2. SECOND: Identify Strategies to Overcome Obstacles

Read the checklist below and put a check mark next to at least four strategies from list below that you will commit to doing during the semester because you believe they will help you pass the course. Please make sure to choose strategies that will help you overcome the obstacles you identified above.

**Taking Responsibility and Being a Great Student**

I am willing to take responsibility for my own education and learning.

☐ I will decide whether I want to retake the course with the same professor or enroll with a different professor. (The advantage of retaking with the same professor is that I will know the professor’s expectations and teaching style. However, if my difficulty arose from the teaching style, the same problems may be present again. I should consider whether or not I would like to begin with a clean slate with a new professor.)

☐ I will make passing this course a priority and will attend every class this semester.

☐ I will make sure I have dependable transportation to and from class.

☐ I will purchase and use the required materials (textbooks, software codes, etc.)

☐ I will review the course Syllabus and understand all requirements.

☐ I will visit the tutoring center and use other campus resources regularly for assistance with this course.
☐ I will build a relationship with my professor early in the semester and meet with him / her during office hours to review my progress and to get additional help to pass the course.

☐ I will meet my Academic Advisor or College Mentor

☐ I will form study groups with my peers.

☐ If I have to miss a class, I will let my professor know; I will get the work I missed, and come prepared for the following class.

☐ I will know my overall grade in the class at all times.

☐ I will review my course Syllabus and ask for clarification from the professor if I have any questions.

☐ I will create a time management chart that includes adequate time to complete my reading, homework, quiz and test preparation for this class.

☐ I will maintain a balanced work/school/life schedule.

☐ By looking at the course Syllabus and course calendar, I will make an early judgment of how many other courses I can handle given my academic, work, family, and other responsibilities.

☐ I will do my best to work ahead of schedule and keep track of assignment due dates throughout the semester.

☐ I will complete the textbook assignments before class and take notes.

☐ I will take notes when the professor lectures, and I will review my text and lecture notes after every class to synthesize the key points.

☐ To study I will put my text and lecture notes in a form that will help me review and learn (flash cards, mind maps, charts, tables).

☐ I will actively participate in class discussions and group work (if assigned).

☐ I will complete all assignments and submit them on time.

☐ I’ll spend two hours of study outside of class for every hour in class.

☐ I will consider extra credit opportunities as requirements and attempt to earn maximum points.

☐ I will review the tests and assignments returned to me in order to understand my mistakes.

☐ I will look over my graded work from the previous semester and identify where I scored poorly. I will pay particular attention to this material this time around.

☐ I will review the previous professor’s criticisms and suggestions and pay particular attention to those areas this time around.

Instructions to Students: Getting Your SMART Action Plan Approved

1. Read the whole SMART Action Plan packet and all the instructions before you start. If you are repeating more than one course, you will need a separate SMART Action Plan for each course you are repeating.

2. If you received a “D” in a course, please check with your Advisor or Mentor to see if you need to repeat the course before filling out a SMART Action Plan.

3. If you are a fully online student, (you take ALL your courses online), please call or email the Virtual College Help Desk and ask for advisement: 305-237-3800 or virtual@mdc.edu.

4. Make sure pages 6 and 7 are FILLED OUT COMPLETELY. If your plan is not COMPLETELY FILLED OUT, you will not be able to register.

5. After you fill out your Smart Action Plan online, save to your jump drive (strongly recommended), or print it out, and take your completed SMART Action Plan (and your jump drive) to the academic department for the course(s) you are repeating. You MUST have the academic department’s approval of your SMART Action Plan to enroll in the course you need to repeat.
   - The department may provide feedback on your SMART Action Plan, (remember your jump drive), and/or specify department requirements before approving your Plan.
   - Make these changes while you are there and get your SMART Action Plan approved.
   - Once your SMART Action Plan is approved, the department will remove the hold, and register you for this course ONLY. You still have to register yourself for the other courses you want to take.
   - It is important that you provide the department with at least three reference numbers for the course you are repeating that fit into your schedule, so the department can register you for a section that works for you.
   - Make sure to get a copy of your APPROVED SMART Action Plan before you leave the department.

6. You will be required to attend a follow up appointment(s) with the department during the semester that you are repeating the course.

   My follow up appointment to assess my progress with ________________________________
   will be on __________________________ in Room ______________. Name
   Date

7. If you are completing a SOAP Appeal for Advisement and Career Services, you will need to bring your approved SMART Action Plan to that department for review. Your SOAP Appeal CANNOT be approved without it.

8. If you need a fee reduction for a 3rd attempt in a course, you will need to provide evidence of extenuating circumstances or financial hardship. You can download either form at http://www.mdc.edu/smart/ (Please note: students who pay out-of-state tuition rates may not request a reduction of fees.)

9. If this is your 4th attempt in a course, you will need to provide evidence of extenuating circumstances in order to receive permission to repeat the course. Please make sure to obtain a copy of the 4th Attempt Form from the appropriate office on your campus.

10. Make sure to bring a copy of your completed SMART ACTION Plan on the first day of class and discuss it with your professor. Your professor may give you suggestions to help you succeed.
### Sample SMART Action Plan

**Goal(s)**

My goal(s) in creating this Action Plan is to receive an “A” in ENC 1101, which I am repeating for a third time.

<table>
<thead>
<tr>
<th>Obstacles</th>
<th>Strategies</th>
<th>Timeframe</th>
<th>Where</th>
<th>Resources Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List the obstacles you identified on the first page. Insert rows as needed.)</td>
<td>(List the strategies you chose from the Strategies Checklist at the beginning of this document (at least 3 from EACH “Taking Responsibility” and “Being a Great Student”.) You can also add strategies that are not listed. Insert rows as needed.)</td>
<td>(Identify when you will do each action; be specific with all dates, days &amp; times.) Include periodic checkpoints to see how you are doing.</td>
<td>(Identify the location you will do each action; be specific.)</td>
<td>(Make a list of ALL the things, people, and information you need to effectively follow this strategy.)</td>
</tr>
</tbody>
</table>
| 1. I got too far behind on my homework and when I tried to do it I couldn’t remember how. I didn’t reach out for help either. | • I will make a weekly calendar to keep up with the workload.  
• I will visit the tutoring center and use other campus resources regularly for assistance in my classes. | • I will make calendar at the beginning of semester after looking at schedule/syllabus.  
• I will attend the Writing Lab on T/R between 9:50—11:15. I will adjust if I am having difficulty the first month of class.  
• I will also upload all my essays into Smarthinking to receive feedback before turning them in. | Writing Lab – 2nd floor of the 2000 building.  
• I will use the computer courtyard to upload my papers to the Smarthinking editing program. | • Graded essays to review in lab for my errors.  
• Drafts of essays  
• English Handbook  
• Grammar handouts  
• Paper/Pen/Pencil  
• Computer  
• Jump drive  
• Weekly calendar |
| 2. I was afraid to ask my professor for help because I was so far behind. | • I will meet with my professor to go over work and ask questions.  
• I will form study groups with my peers. | • I will meet with my professor at least once a month. I will adjust if my essay grades are not passing in the first month.  
• In the first week of class, I will see who would like to be in a study group.  
• We will set up a time to meet on a weekly basis. | Professor’s office.  
• Library, first floor of 2000 building. | • Group members, professor  
• Grammar quizzes  
• Grammar handouts  
• Drafts for peer editing  
• English Handbook  
• Paper/Pen/Pencil  
• Hoodie because library is freezing |
| 3. I left too much of the homework and review work until just before the final. | • I will review my lecture notes after every class.  
• I will work ahead when possible. | • After each class- M/W at 12:00 – 12:45. I will adjust if I find myself procrastinating in first month. | On the bus home. | • Notes  
• Highlighter  
• Notebook |

**Measuring Progress**

(How will you know that your Plan is working or needs adjustment? What/when are your time checkpoints?)

I’ll know my strategies are working (or if I need to adjust them) when:

- I start to get A’s and B’s on my essays in the first month. (I will adjust if I get C’s or lower.)
- I start to get A’s and B’s on my grammar tests in the first month. (I will adjust if I get C’s or lower.)
- I meet regularly with my professor and benefit from the instruction.
- I meet regularly with and benefit from my study group.
NOW: Complete your OWN SMART Plan. Then, take your **fully completed** SMART Action Plan to the academic department for approval. You cannot enroll in the course without their approval!!

### MY SMART ACTION PLAN

Model the previous page to create your own Smart Action Plan. *(Boxes will expand as you type.)*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
<th>Chair/Designee Name:</th>
<th>Chair/ Designee Signature:</th>
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<tbody>
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<th>Attempt</th>
<th>Term:</th>
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<th>Campus:</th>
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1.  
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4.  
5.  

### Measuring Progress

(How will you know that your Plan is working or needs adjustment?

I’ll know my strategies are working (or if I need to adjust them) when:

10.6.17  
6
Miami Dade College SMART Action Plan Questionnaire

STUDENTS: THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY

Have you previously been ☐ suspended or ☐ dismissed? Give Date(s): ________________________________

1. Have you been out of MDC for: ☐ one term ☐ two terms
   If 2 terms, then you are required to update your records and reactivate your student number for the term that you want to register. Please complete this before meeting with the Academic department.

2. Have you been out of MDC for: ☐ one full year or more?
   Then, you are required to complete the readmission process. Please complete this before meeting with the Academic department.

3. How many hours per week do you intend to work if you are allowed to take courses? ________________________________

4. What other responsibilities do you have that must be considered in planning your academic schedule?
   _______________________________________________________________________________________________________
   _______________________________________________________________________________________________________
   _______________________________________________________________________________________________________

Student Name: ____________________________________________ Student ID: ________________________________

Student Email: ________________________________ Phone: (cell) ________________________________ (other) ________________________________

I understand that, in order to continue at Miami Dade College, I must abide by the guidelines set forth in the Contract of Agreement and by the academic decision(s) of the Suspension/Dismissal Appeals Committee.

__________________________________________________________________________________________

Student Signature Date