LOW GRADE NOTICE

Course #: _________________________  Course Title: _________________________________

Semester: _____________________ Instructor: _______________________________________

Student’s Name: ________________________________________________________________

Please check all that apply:

☐ Performing below C- Level  ☐ Work often submitted late
☐ Inadequate foundation in subject  ☐ Lacks motivation
☐ Behavior problems  ☐ Poor attendance/frequent tardiness
☐ Unsatisfactory test grades  ☐ Unsatisfactory written work
☐ Inadequate preparation/homework  ☐ Lack of participation

Recommended Action(s):

☐ Better class preparation  ☐ Go to Writing Center
☐ Manage time better  ☐ Meet with academic advisor
☐ Make up work  ☐ Withdraw from course
☐ Seek tutoring
☐ Other:

____________________________________________________________________________________

____________________________________________________________________________________

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Instructor Signature: ___________________________  Date: __________________

Academic Advisor’s Comment:

Date Student Contacted: ___________________  Date Student Interviewed: _________________

Action(s) taken:

____________________________________________________________________________________

____________________________________________________________________________________

Advisor Name (PRINT) _______________________ Signature: _____________________________

Copies: Student; Dean of Faculty; Academic Advisor; Registrar.