

Course Progress Alert

Faculty Name: _____ **Faculty Email:** _____

Faculty Phone: _____ **Faculty Office:** _____

Please use the following section to report concerns you have about student progress. Return this form to the Academic Advisement Center (Smyth 2). A record will be maintained of all reports. If you have any questions, contact the Academic Advisement Center at 389-2871.

STUDENT: _____ **ID #:** _____ **COURSE:** _____

CONCERNS ABOUT STUDENT'S PROGRESS *(Please check all that apply)*

- Poor Grades *(Estimated Course Grade: _____ Comments: _____)*
- Excessive Absences *(Number of Absences: _____ Last Date of Attendance: _____ Comments: _____)*
- Missing Assignments *(Comments: _____)*
- Limited Participation *(Comments: _____)*
- Other: _____

FOLLOW UP PREFERENCE *(With either selection, please make sure you are speaking/working with the student as well as completing this form.)*

- Send the student a letter regarding these concerns.
- Do not send the student a letter regarding these concerns.

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