

**Report of: POOR GRADES, EXCESSIVE ABSENCES, and/or ACADEMIC PROBLEMS**

Return this form to the Academic Advisement Center in Smyth 2. Each student will be sent a warning letter noting your concern and offering assistance if s/he needs it. A record will be maintained of all reports and student responses. Relevant information will be reported back to you. If you have any questions, please call the Academic Advisement Center at Ext. 2871

OFFICE USE ONLY	STUDENT NAME	COURSE NO./SEC.	GRADE EST.	DATES OF ABSENCES	ADDITIONAL INFORMATION AND COMMENTS
<b>Student Class:</b> <b>Student ID:</b> <b>Address:</b> <b>Address:</b>  <b>Advisor:</b>					
<b>Student Class:</b> <b>Student ID:</b> <b>Address:</b> <b>Address:</b>  <b>Advisor:</b>					
<b>Student Class:</b> <b>Student ID:</b> <b>Address:</b> <b>Address:</b>  <b>Advisor:</b>					

**INSTRUCTOR:**

**DATE:**

**FACULTY OFFICE:**

**EXT:**