

## FALL 2018 NOTICE OF UNSATISFACTORY PROGRESS

Date \_\_\_\_\_

Student Name (as on roster) \_\_\_\_\_

ID# \_\_\_\_\_

Course Number: ARCH \_\_\_\_\_

Instructor Name (printed) \_\_\_\_\_

Current Grade (as of date listed above):

C-                  D+                  D                  D-                  F                  \_\_\_\_\_ Other

Reason(s) for low grade:

Poor attendance

Insufficient preparation

Difficulty with English Language

Inadequate background in \_\_\_\_\_

Failed Midterm Examination

Other (see remarks)

Remarks:

*Student has been given a copy of form  
and been advised of problematic performance*

*Advisor to mail copy of form after faculty  
has advised student of problematic areas*

**STUDENT NEEDS TO DISCUSS THIS GRADE WITH THE INSTRUCTOR AS SOON AS POSSIBLE.**

\_\_\_\_\_  
Instructor's Signature

Any student earning a grade of "D" or "F" in a course, or a "C-" in studio must be notified on this form before the end of the tenth week of classes. This form should also be used at any time during the semester when a student is performing at a level lower than expected. The deadline for a student to drop a course with a grade of "W" is the end of the twelfth week of classes (session 001).

**FRI., SEPT. 7, 2018: LAST DAY TO DROP A CLASS WITHOUT A MARK OF "W" AND RECEIVE A REFUND FOR SESSION 001**

**FRI., OCT. 5, 2018: LAST DAY TO DROP A CLASS WITHOUT A MARK OF "W" ON THE TRANSCRIPT FOR SESSION 001**

**FRI., NOV. 9, 2018: LAST DAY TO DROP A CLASS WITH A MARK OF "W" FOR SESSION 001**

### ACADEMIC ADVISORS:

**Daphne Areta (students last name A-Le)**  
**Lisa Shimabukuro (students last name Li-Z)**

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