

SPRING 2019 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., JAN. 25, 2019: LAST DAY TO DROP A CLASS WITHOUT A MARK OF "W" AND RECEIVE A REFUND FOR SESSION 001

FRI., FEB. 22, 2019: LAST DAY TO DROP A CLASS WITHOUT A MARK OF "W" ON THE TRANSCRIPT FOR SESSION 001

FRI., APR. 5, 2019: LAST DAY TO DROP A CLASS WITH A MARK OF "W" FOR SESSION 001

ACADEMIC ADVISORS:

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