



Student Report of Unsatisfactory Progress

Student Name: _____ TUID _____

*TUMail Address: _____

Course Title/Number/Section _____ Semester/Year _____

This is a notice of deficiency in the course listed above. At this point in the semester your level of performance is less than satisfactory or failing. You will need to contact the faculty member who instructs this course to discuss possible ways to remedy your situation.

Please review carefully the instructor's comments noted below. You are urged to speak to your instructor as soon as possible to address your specific deficiencies in the course.

Instructor's Comments:

- Excessive absence
- Excessive tardiness
- Assignments not completed or not completed on time
- Assignments completed are not of an acceptable standard or level of performance
- Class participation minimal or unsatisfactory
- Current grade is below minimum(C). Student cannot achieve minimal necessary grade for successful course completion. A minimum grade of C- is required in all Gen Ed courses, most sophomore prerequisites, and the required major courses. (Some prerequisites may require higher grades.)
- Other: _____

Recommended Course(s) of Action:

- See Instructor
- See Academic Advisor
- Withdraw from course
- Other _____

Additional Comments: _____

Instructor: _____
Instructor TUMail: _____ Date: _____

- Original to Student
- Copy to Faculty
- Copy to Student File in Academic Advising (Tyler Advising Suite 212)

***Note: If the student is not attending class and the instructor cannot physically hand the student this notice, the completed form should be sent to the student's TUMail address. A copy is retained by the instructor and one copy must be sent to the Academic Advising Office where they will keep it on record in the student's file.**