

ACADEMIC DEFICIENCY NOTICE

STUDENT:	FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> 20____
INSTRUCTOR:	COURSE:

This is to advise you that you are not making satisfactory progress in the course noted above. This notice is sent to you to encourage you to meet with your instructor and/or academic advisor to determine ways in which you may improve your standing in the class.

You should give careful consideration regarding your commitment to this class. If you plan to withdraw from the course, a completed ***Change of Registration*** form must be filed with the Registrar by the withdrawal date. Withdrawal beyond this date is not permitted except for extraordinary circumstances.

This notice is issued as a result of:

Attendance (absences and tardiness).
Below average performance on class work, assignments and exams.
Incomplete class projects and assignments.
Missed course work deadlines.
Other:

COMMENTS:

Please submit one copy to the student and one to the Registrar's Office

Date Submitted:

cc: Advisor
cc: Registrar
cc: Student