

# Academic Alert

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

### CHECK ALL THAT APPLY

- Excessive absences\*
- Missed exams/assignments
- Frequently unprepared for classes, labs, etc.
- Poor performance on exams/assignments
- Unresponsive to emails/voicemails, etc.
- Other

### ADDITIONAL COMMENTS

\*Faculty establish their own attendance policies which are clearly stated in their course syllabi. It is the student's responsibility to follow the individual attendance policy stated in each course syllabi and to understand/accept the consequences for poor attendance and under what conditions, if any, missed work may be accepted.

Note: During the drop/add period at the beginning of the semester, a student may use a drop/add form to drop a course. A dropped course does not appear on the student's transcript. After the drop/add deadline, and before the withdraw deadline, a student may use the withdraw form to officially withdraw from a course. A "W" appears on the student's transcript next to that course. A student should carefully consider whether dropping or withdrawing from a course has consequences impacting such areas as financial aid, scholarships, and satisfactory academic progress.

**CC:**

- Advisor
- Student file
- Initials:

