! Academic Performance Alert !

To (Student):      

Name ID

From (Instructor):

Date:

Re (Course):

CC: Student Retention File, Student’s Academic Advisor

Because we are absolutely committed to your academic success here at the City College, we make a point to pay close attention to your performance throughout the semester. I am concerned about your progress in the above course.

Your current grade in this course is      . In order to improve this, you will want to try the following:

**Attend class every day.**

Last Date of Attendance:

Comments:

**Go to the Academic Support Center for assistance from the tutors.**

Comments:

**Make arrangements to complete your homework prior to extended absences.**

Comments:

**Hand in all of your assignments.**

Comments:

**Hand in your assignments on time.**

Comments:

**Improve your scores on individual assignments.**

Comments:

**Improve low quiz and test scores.**

Comments:

**Make an appointment to discuss these issues with your instructor.**

Comments:

**Make an appointment at Jacket Student Central, with an Advisor to discuss resources to assist in your success**

**Phone: 247-3019 Office: Jacket Student Central**

Comments:

**See your advisor to discuss dropping this course.**

Comments:

**Other:**

Additional Comments from the instructor: