! 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: