

MIDTERM REPORT OF UNSATISFACTORY WORK

REGISTRAR FORM 370

PURDUE UNIVERSITY

PUID	LAST NAME	FIRST NAME	MIDDLE
SCHOOL/COLLEGE		DEPARTMENT	CLASSIFICATION
CRN	SUBJECT	COURSE NUMBER	INSTRUCTOR NAME (PRINTED)

To date you are doing unsatisfactory work in this course. It is either failing or near failing. You must improve your work immediately to achieve a satisfactory record for the term.

This notice is not to be interpreted as telling you that you will fail the course or that you will pass it, but it is to be interpreted as a warning that you need to improve your current status promptly.

The following are specific suggestions made by the University Senate Committee on Student Affairs, which I urge you to consider:

SUGGESTIONS BY THE UNIVERSITY SENATE COMMITTEE ON STUDENT AFFAIRS

- It is essential that you know which areas of your work are unsatisfactory. If you do not know, then make an appointment with your instructor during his/her posted office hours to discuss the situation.
- Attend any "help sessions" scheduled for the course. If you do not know whether there are such sessions or when they are scheduled, ask your instructor for this information. If you need a tutor, a list of approved tutors may be maintained in your departmental office. If you would like help in making a study schedule, you should consult your academic advisor.
- You are urged to discuss your academic progress with your academic advisor or a member of the Dean of Students staff and with your parents or spouse.
- Each student must maintain a minimum grade average to avoid being placed on probation or being dropped from the University. See the following Web site for the current probation and drop levels:
<http://www.purdue.edu/odos/services/avoidingacademicprobation.php>
- A student on scholastic probation may also be dropped from the University if he/she received failing (F, WF) grades in six credit hours or more for the term.

I will be glad to discuss your situation with you during my office hours or at another time by appointment.

INSTRUCTOR SIGNATURE	DATE
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BUILDING _____ ROOM _____ PHONE _____ E-MAIL _____

NOTE: The original copy of this report will be presented to the student by the instructor. The instructor or department is responsible for making a copy of this report and sending it to the Office of the Registrar, Hovde Hall. The Office of the Registrar will send the copy to the student's academic advisor.