

ACADEMIC PERFORMANCE REPORT

(Please send this form to Academic Advising - McAuley Hall)

STUDENT: _____ DATE: _____

INSTRUCTOR: _____ OFFICE EXT: _____

COURSE NAME & NUMBER: _____

ACADEMIC CONCERNS (Attendance, Course Work, Quizzes, Exams, Class Participation, Behavior, Academic Dishonesty, Other) (Please be specific).

HAVE YOU DISCUSSED THIS SITUATION WITH THE STUDENT

___ YES ___ NO

FOR OFFICE USE ONLY

Student's local address: _____

Student's local phone: _____

FR / SO / JR / SR Resident / Commuter Full-time / Part-time

Advisor: _____ Major: _____

Parental Release? ___ Yes ___ No If yes,

Parent's address: _____

Appointment #1: _____

Appointment #2: _____

Appointment #3: _____

3/2004

PROCEDURE FOR FILING AN ACADEMIC PERFORMANCE REPORT

- STEP 1 The faculty member identifies a problem and makes an initial attempt to bring the problem to the attention of the student.
- STEP 2 If the problem continues, the faculty member completes in detail an Academic Performance Report (available in faculty services) indicating specifically the nature of the concern and any attempt that has been made to resolve the problem.
- STEP 3 Upon receipt of the APR, the Records Manager for Academic Advising will send a letter to the student indicating a time that has been designated for a conference with a member of the Advising staff. A copy of the letter will be sent to the parents (if there is parental release).
- STEP 4 After meeting with the student, the staff member in Academic Advising will prepare a follow-up report to be sent to the student, the instructor, and the parents (if applicable), outlining the results of the meeting and what action has been agreed upon. The original Academic Performance Report and a copy of the follow-up report will be kept in the student's file.
- STEP 5 If the student does not respond to the initial contact for an appointment, the Records Manager for Advising will make an additional attempt to make contact with the student via a new appointment time or by contacting another of the student's instructors asking for their assistance in relaying a message to the student to contact Academic Advising.
- STEP 6 After the second attempt, no additional attempts will be made to meet with the students, unless there is another Performance Report filed or the student initiates a meeting.

TO:
FROM:
DATE:
RE: Outcome of Academic Performance Report Meeting

The following information is the action you have agreed to take as a result of our meeting on _____ concerning your Academic Performance Report. If you have questions upon receipt of this letter, please do not hesitate to call me to discuss it. I want to wish you the best of luck for the remainder of the semester.

Academic Performance Report Received From:

Course Title: _____ Advisor: _____

Reason(s) for report submitted:

THE FOLLOWING ACTION WAS AGREED UPON

- ___ You will meet with your instructor(s) to find out the necessary steps to successfully complete the course(s).
- ___ You will attend class regularly and take part in class discussions.
- ___ You will seek tutorial assistance from the Academic Development Center on a _____ basis. You will engage in the services offered by the Development Center which are the following: study skills and time Management, tutorial assistance, note taking techniques and discussion of Alternative learning styles.
- ___ You will make an appointment to speak with a member of Health Services or the Counseling Center and will seek regular assistance if recommended to do so.
- ___ You will meet with a member of Academic Advising on a _____ basis to review you progress in your courses.
- ___ You will address your residential environment.
- ___ You will apply to withdraw from a course.

Comments:

CC: Parents, Advisor, Student File

OFFICE OF ACADEMIC ADVISING
McAuley Hall, 2nd Floor, Ext. 2906

To:

From:

Date:

Re: Missed appointment

You were scheduled for a meeting with me on _____ regarding your academic status for the Spring 1999 semester. I am concerned that you did not attend the meeting nor did you call the Advising Office to cancel or reschedule.

I am writing to let you know that I am still concerned about your progress and would like to meet with you to discuss your status and performance in all of your courses for this semester.

As you know, the Academic Advising Office is located on the second floor of McAuley Hall. Please make time to stop by or call. I am here to assist you.

Sincerely,

Class Advisor

Cc: Parents
Advisor
Student's File