Unsatisfactory Progress Report

Student _______________________________  Major _______________________________
USC ID# _______________________________  Email _______________________________
Course ________________________________  5-digit Section # ______________________

Grade to Date:

□ B-  □ D+  Today’s Date ________________________________
□ C+  □ D  Instructor’s Name ________________________________
□ C  □ D-  Instructor’s Email ________________________________
□ C-  □ F

Reason(s) for Low Grade:

□ Poor Attendance  □ Insufficient Preparation/Participation
□ Came Late/Left Early  □ Missing Assignment(s)/Project(s)
□ Difficulty with English Language  □ Other (see Remarks)

Remarks to Student: (Please address the student)

Student is urged to discuss this notice with the instructor as soon as possible.

•  Oct. 9: Last day to drop a class without a “W”
•  Nov. 13 Last day to drop a class with a “W”

FACULTY: Faculty who complete a progress report must keep one copy for themselves and send one copy (via email or in-person) to Jessica Vernon at jvernon@usc.edu. USC Advisement will email form to the student and cc faculty member who submitted progress report.