UNSATISFACTORY PROGRESS REPORT: FALL 2016

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) / Projects

☐ 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.

- October 7: Last day to drop a Fall 2016 course without a mark of “W” (withdrawal) on the transcript.
- November 11: Last day to drop a Fall 2016 class with a mark of “W” (withdrawal).
- Students participating in USC Roski major and minor programs will not receive credit for major/minor courses in which they earn a grade of C- or below.

FACULTY: Please email a copy to Roski academic advisor Nancy Trinh at trinhn@usc.edu and keep one copy for your records. The advisement office will email the form to the student.