UNSATISFACTORY PROGRESS REPORT: SPRING 2017

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

GRADE TO DATE:

☐ B-    ☐ D+
☐ C+    ☐ D
☐ C    ☐ D-
☐ C-    ☐ F

Today’s Date __________________________

Instructor’s Name _______________________

Instructor’s Email _______________________

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.

- Feb. 24  Last day to drop a course without a mark of “W” on the transcript
- April 7  Last day to drop a class with a mark of “W” for Session 001
- 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 Annie Watanabe (awatanab@usc.edu) and keep one copy for your records. The advisement office will email the form to the student.