UNSATISFACTORY PROGRESS REPORT:  SPRING 2018

Student _____________________________ Program _____________________________

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)

THE STUDENT IS URGED TO DISCUSS THIS NOTICE WITH THE INSTRUCTOR AS SOON AS POSSIBLE

○ Feb. 23rd: Last day to drop a Spring 2018 course without a mark of “W” (withdrawal) on the transcript

○ Apr. 6th: Last day to drop a Spring 2018 class with a mark of “W” (withdrawal)

FACULTY: Email completed form to the student and CC the student’s Roski advisor

• Alexander Karnazes for all undergraduate students with surnames A–K and all MFA students

• Jahtm Flores for all undergraduate students with surnames L–Z and all MA students