

## SPRING 2013 NOTICE OF UNSATISFACTORY PROGRESS

Date \_\_\_\_\_

Student Name (as on roster) \_\_\_\_\_

ID# \_\_\_\_\_

Course Number: ARCH \_\_\_\_\_

Instructor Name (printed) \_\_\_\_\_

Current Grade (as of date listed above):

C-

D+

D

D-

F

\_\_\_\_\_ Other

Reason(s) for low grade:

Poor attendance

Insufficient preparation

Difficulty with English Language

Inadequate background in \_\_\_\_\_

Other (see remarks)

Remarks:

*Student has been given a copy of form and been advised of problematic performance*

*Advisor to mail copy of form after faculty has advised student of problematic areas*

**STUDENT NEEDS TO DISCUSS THIS GRADE WITH THE INSTRUCTOR AS SOON AS POSSIBLE.**

\_\_\_\_\_  
Instructor's Signature

Any student earning a grade of "D" or "F" in a course, or a "C-" in studio must be notified on this form before the end of the tenth week of classes. This form should also be used at any time during the semester when a student is performing at a level lower than expected. The deadline for a student to drop a course with a grade of "W" is the end of the twelfth week of classes.

**\*\* LAST DAY TO DROP A CLASS WITHOUT A MARK OF "W" IS FRIDAY, FEBRUARY 1 \*\***

**\*\* LAST DAY TO DROP A CLASS WITH A MARK OF "W" IS FRIDAY, APRIL 12 \*\***

Anjie Emeka  
Lisa Shimabukuro

**ACADEMIC ADVISORS:**  
anjemek@usc.edu  
lshimabu@usc.edu

Students last name A-Le  
Students last name Li-Z

University of Southern California  
School of Architecture  
Watt Hall 204, Los Angeles, California 90089-0291 • Tel: 213 740 2723 • Fax: 213 740 8884

