

# NOTICE OF UNSATISFACTORY PERFORMANCE

(ELECTRONIC COPY)

STUDENT'S NAME: \_\_\_\_\_ YEAR: FY \_\_\_\_\_ SOPH \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

## NATURE OF DEFICIENCY

\_\_\_\_\_ Unexcused absences

\_\_\_\_\_ Poor quality of work

\_\_\_\_\_ Projects tardy or not submitted

\_\_\_\_\_ Poor test scores

\_\_\_\_\_ **Early warning**

\_\_\_\_\_ **Performance is below average**

\_\_\_\_\_ **CURRENTLY FAILING**

Please document **specific deficiencies and observable behavior** that impacts the student's performance in class (i.e. dates of absences, punctuality, the names of projects not completed, problematic grades on specific exams and/or papers):

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This notice constitutes a warning to the student that her performance to date is either a concern to the faculty, below average, or unacceptable. She should consult the faculty **immediately**.

Faculty Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print) (n/a for electronic copy)

### **FACULTY:**

**ELECTRONIC COPIES** – Please complete the Writeable PDF form available on the website under Faculty and Staff: [http://www.moore.edu/for/faculty\\_staff](http://www.moore.edu/for/faculty_staff). Please save a copy for your records and send a copy to Sarah Vanacore in ESS at [svanacore@moore.edu](mailto:svanacore@moore.edu) so that they may be distributed accordingly.

**HARD COPIES** – PLEASE PRINT and PRESS HARD. Hard copies can be found at the end of the hall in the Educational Support Services (ESS) office (across from Registrar's Office), 1<sup>st</sup> floor, Stahl Hall; the copier room on top of mailboxes, 2<sup>nd</sup> floor, Wilson Hall; in the Academic Dean's office, 3<sup>rd</sup> floor, Wilson Hall and from your Department Chair. **ESS will also distribute copies to student and faculty.** Please turn in completed NUPS to the Educational Support Services (ESS) office, the ESS Associate Dean's mailbox, or the Writing Coordinator's mailbox.



To check if a student has withdrawn from your class, please look at your course's *Participant List* in Moodle – a "W" will appear next to the student's name. Information regarding academic policies is available in the **Student Handbook**, [http://www.moore.edu/uploads/media\\_items/bfa-handbook-2011-2012.original.pdf](http://www.moore.edu/uploads/media_items/bfa-handbook-2011-2012.original.pdf).