



Academic Notice Form

Student Name: _____ Student ID: _____ Email: _____

Course(s): _____ CRN(s): _____ Employee: _____

Date(s) of Occurrence(s): _____ Report Date: _____

The purpose of this letter is to:

1. Encourage/support academic success by alerting students to factors, which may affect their academic progress. (e.g. academic difficulties (poor GPA), missed assessments, time management, poor organization, stress, personal issues, note-taking/reading, test/assessment anxiety, poor attendance, lateness to class, leaving class early, inappropriate use of IT (i.e. Facebook, social media), poor motivation, lack of identifying goals, incivility/disrespectful to peers and employees), and
2. Develop a corrective action plan.

Description of Academic Concern:

Employee comments:

Signature:

Employee

Date

Proposed Action Plan:

Referral: Student Advisor Student Academic Learning Services Access & Support Centre
 Health & Wellness Centre Coaching International Education Associate Dean/Executive Dean/Dean

Student's Comments:

Signature:

Student

Date

Executive Dean/Dean/Associate Dean/Manager's Comments (if applicable):

Refer to the Office of Campus Safety

ADMIN 248 – Student Code of Conduct:

<https://durhamcollege.ca/wp-content/uploads/student-conduct-policy.pdf>

Distribution List:

School Office Student