

For more information or to request an alternate format of this form for accessibility, please contact evpa@durhamcollege.ca.

The purpose of this form is to formally alert students that they are at risk of not progressing in their programs of study and refer them to appropriate supports.

Types of academic concerns can include, but are not limited to:

- | | |
|---|------------------------|
| 1. Low grades or grade point average | 2. Poor attendance |
| 3. Lack of progress in a program of studies | 4. Missed assessments |
| 5. Lateness to class | 6. Leaving class early |
| 7. Lack of class participation | |

Student Information

| | |
|----------------------------------|------------|
| First Name: | Last Name: |
| Student Number: | Email: |
| Name of Program: | |
| Name of Course: | CRN: |
| Date of Occurrence: | |
| Name of Course: | CRN: |
| Date of Occurrence: | |
| Name of Course: | CRN: |
| Date of Occurrence: | |
| Description of Academic Concern: | |

Academic Employee Submitting Referral

| | |
|------------------------|------------|
| First Name: | Last Name: |
| Report Submitted Date: | |

Student Advisor

First Name:

Last Name:

Date of Review:

Details of Proposed Action Plan:

Referral To:

Student Academic Learning Services

Coaching

Access & Support Centre

Health and Wellness Centre

Equity Diversity and Inclusion

International Education

Student Advisor (in another faculty office)

Financial Aid and Awards

Executive Dean/Dean/Associate Dean

Comments (if applicable):

Distribution List:

Faculty Office

Student

Student Comments

Date:

Student Signature:

Notice of Collection

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed to document an Academic Referral for a student and record an action plan. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.