



Williamsburg Technical College

Academic Performance Notice

PLEASE PRINT

To: _____

Student

Date

I am concerned about your performance in:

Course name

Course number

Currently:

- ☐ Your course progress is below average
- ☐ Missed too many classes (see below)
- ☐ You have been tardy too often
- ☐ Leaving class too early

- ☐ Not paying attention
- ☐ Excessive talking
- ☐ Incomplete assignments
- ☐ Other (please explain)

To improve your performance in this course, you need to:

- ☐ See me after class.
- ☐ Attend classes
- ☐ Pay attention
- ☐ Remain for entire class
- ☐ Take this form to the Academic Success Center for assistance (areas needing tutoring. Please list on below)
- ☐ Be on time
- ☐ talk as appropriate
- ☐ complete assignments

My goal is for you to be successful in this course. However, the responsibility for learning is yours. I urge you to heed this notice and take the steps necessary to improve your course performance.

Faculty name (please print)

Faculty signature /
Date

Acknowledgment of receipt:

Student name (please print)

Student signature /
Date