School of Music
Undergraduate Advisement concerning (student/Z-number): ____________________________
Re: failure to meet minimum-C requirement in (course name/number):____________________
Semester:_____________________
Instructor: ____________________

INSTRUCTOR REPORT

Please check all factors that may have influenced this student’s unsuccessful enrollment:

____ Attendance (absences and/or late arrivals)
____ Fatigue (sleeping in class)
____ Missed assignments, papers or other projects
____ Missed exams
____ Unprepared tests
____ Failure to seek supplemental assistance
____ Unprepared for class (lacking texts, assigned study/practice, etc.)
____ Extended and/or extraordinary illness (personal or immediate family)
____ Known disability (explain:__________________________________)
____ Other/undocumented challenges (explain:_______________________)

From “Repeating a Course” policy: “A music major who fails to achieve the minimum grade required in a course must meet with the Director or Undergraduate Advisor of the School of Music prior to the start of the subsequent semester to discuss the student’s performance in the class. The Director/Undergraduate Advisor will document any extraordinary circumstances that contributed to the first, failed attempt. The university cites the following as extraordinary circumstances: illness, death in the immediate family, or other unusual and unforeseeable circumstances not encountered by the other students in the class. Conditions will be attached to the student’s second enrollment in order to maximize his/her chances of success.”

Please check each stipulation below that would be appropriate and necessary to boost the chances of this student’s successful repeat enrollment in this course:

____ for sequential courses: regularly attending prior semester course(s)
____ ongoing, documented tutoring sessions
____ meetings with the second enrollment instructor during the course
____ limited ensemble participation
____ other conditions

Please check any/all resources below that could help the student to be more successful:

____ Counseling & Student Development Center
____ Advising Center/Office of Student Academic Success
____ Disability Resource Center
____ Career Resources (incl. aptitude testing)