Please use this form to convey any academic or non-academic concerns about a student.

Date of Submission: ____________________

STUDENT INFORMATION

Student Name: ________________________________

Concerns (please check all that apply). This student:

ACADEMIC CONCERNS:

☐ is performing poorly on quizzes/exams.
☐ is not attending class regularly.
☐ is routinely late for class and/or routinely leaves class early.
☐ is disruptive or rude in class.
☐ appears not to be engaged in class.
☐ neglects to finish and/or turn in assigned work.
☐ is routinely not prepared for class.
☐ requires study skills assistance.
☐ is having difficulty with career decisions.
☐ is not utilizing the tutoring center.
☐ Other; please explain: __________________________
                                                                                             __________________________

NON-ACADEMIC CONCERNS:

☐ has a housing/roommate concern.
☐ is not adapting socially.
☐ could benefit from substance use/abuse education and/or counseling.
☐ is allowing extra-curricular activity to interfere with academic progress.
☐ cannot find extra-curricular activities that meet his/her interests.
☐ Personal problems (family members, home, etc.) appear to be interfering with social and academic development.
☐ Student has expressed extreme concern with financial issues.

FACULTY/STAFF INFORMATION

Name: ________________________________________

Email: _________________________________________ Phone Ext: __________________

Relation to Student: ___________________________ Course (if applicable): ______________________

(teacher, academic advisor, work-study supervisor, etc.)

FORM SUBMISSION

Please submit this form to:

Jason Dougherty, Dean of Students
ph: 304.865.6084    em: jason.dougherty@ovu.edu