



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