This form is recommended for faculty to address issues with students who are not meeting, or at risk for not meeting, course or program expectations and/or outcomes. This form may be used at any point during the term as a means of communication and may be used in combination with all other forms of communication to foster student success.

Student Name:  
Date:  

Course Prefix:  
Course Number:  

Course Title:  

Evidence to warrant concern related to course or program outcomes:

Plan to address areas of concern (i.e. what the student is expected to do):

Faculty Role (i.e. what the faculty will do to facilitate achievement of the plan):
Timeline:

Consequences if no improvement:

Referrals & Options Discussed:
☐ Referred student to advisor, appropriate program director, or campus Associate Dean.
☐ Referred student to the SON Catalog/ Student Handbook and/ or program guidelines.
☐ Student will address areas of concern and continue in course.
☐ Student may withdraw from the course. (Faculty to contact Registrar for appropriate procedure.)
☐ Student may go on Leave of Absence or Withdraw from SON. (Student completes OHSU Registrar LOA/ Withdrawal form.)

Faculty Signature & Date: 

Student Signature & Date: 

Copies to:
All Students: Student, Student File, Student Advisor, Faculty of Record, Senior Associate Dean for Student Affairs and Diversity, Assistant Dean for Academic Services
For Undergraduate Students: Director of Academic Program or Campus Associate Dean
For Graduate Students: Director of Academic Program, Assistant Dean for APRN DNP Programs (for APRN students).