MSU Social Work Program

Formative Performance Evaluation: Student Success Plan Notice

|  |  |
| --- | --- |
| Student’s Name |  |

|  |  |
| --- | --- |
| Student ID |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Deficiency Notice Date |  |

Dear

This notice is provided to you as the first step in the Formative Performance Evaluation: Student Success Plan process, indicating your performance thus far in the social work program is judged to be below minimal acceptable academic and/or professional standards (see Student Handbook). To improve your student performance, you must make an appointment with your advisor within 10 days of receiving this notice to develop a remediation action plan to help you be more successful in the program. The meeting will include the faculty with the concern and other faculty as deemed appropriate.

The following are noted deficiencies:

|  |  |
| --- | --- |
| **Deficiency #1** |  |

|  |  |
| --- | --- |
| **Deficiency #2** |  |

|  |  |
| --- | --- |
| **Deficiency #3** |  |

|  |  |
| --- | --- |
| **Deficiency #4** |  |

Please sign below indicating you have received this notice and give this copy to your advisor, who will place it in your academic file.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | |  | |
| Student’s Signature |  | | Date Signed |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty  (initiating notice)  Signature(s) |  | Date Signed |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor’s Signature |  | Date Signed |  |

Students who feel they have been unjustly treated by a faculty member, the department or the university have the right to grieve the action. Grievance procedures related to student conduct and discipline and student rights are spelled out in detail in the Student Handbook.