



Performance Improvement Plan

STUDENT _____ DATE _____

FACULTY _____

Level of Notification:

- Notification/Counseling, Written Warning, Notice of Unsatisfactory Performance (see attached)

Issue/Concern:

[Empty box for Issue/Concern]

Objective Findings/ Facts:

[Empty box for Objective Findings/ Facts]

Action Plan:

[Empty box for Action Plan]

Comments:

[Empty box for Comments]

Re-evaluation Date: _____

A COPY OF THIS DOCUMENT WILL BE PLACED IN THE STUDENT FILE (on campus of record) FOR REFERENCE.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Instructions

Objective Findings/Facts: List facts only, not opinions. Give examples if possible to document behavior. Cite course objectives, handbook, or policy as needed.

Action Plan: In collaboration with student, provide suggestions for performance improvement/remediation. Set measurable goals for re-evaluation.

Comments: May be generated by faculty or student.