ASCC Counseling Department

Faculty:

Kindly fill out information part and comment on the student's current status in your class, then have the student visit any of the four counselors in the cafeteria for counseling. He/she is required to get a counselors signature and comments to verify he/she has seen a counselor before being admitted back into class.

Low Grade Counseling Form

Instructor:	Student Name:	Course:		Grade:
Comments:			,	
	Date:			
Counselors:		Visit Date:	Student Name (I	Print)
Annie M. Panama – Diversity and Tute Mark Mageo – Academic and Persona				
Mary Taufete'e - Academic and Caree	er Counselor(377)			
Matesina Aseta Willis – Alumni and T	ransfer Counselor(361)			
Comments/Plan:				

<u>Note:</u> Counselors please make a copy of the form to file and the original to be given to the teacher by the student after counseling session is completed.

Teachers: If you have further need to discuss the students status in your class, contact the counselors. Purpose is to reduce students from failing to learn and increase retention to meet and complete their educational goals.



American Samoa Community College Interoffice Memo

Date: September 21, 2010

To: All Faculty

From: Counseling Department

Via Dr. Emelia Le'i, Dean of Student Services

Re: Low Grade Reporting

Low Grade reporting period was yesterday and I do apologize. In spite of the date we are humbly asking for your cooperation in providing the Counselors with the information on those students whom you have deemed to identify as not meeting the expectations or grade for the class.

The form provided for you and the Counselors will be the standard form to ascertain the needed information so that we can work together to make improvements in the way the student is performing in your class. Please make copies to give to your students and then send them to the Student Learning Assistance Center to make the initial contact and set an appointed time with the available Counselor. We truly appreciate your cooperation in this matter.