

**COLLEGE OF EDUCATION**  
**Academic Performance and Professionalism Warning**

*This form must be completed and signed by the student and two faculty members.  
See TCU Graduate Catalog for additional requirements.*

---

Student Name:

TCU ID #

---

Academic Program:

Faculty Concerns:

Potential Strategies and Solutions:

Strategies and Solutions should be completed by:

---

Student Signature

Date

---

Faculty Signature

Date

---

Faculty Signature

Date

*Please return completed form to the office of the Associate Dean - Bailey Building 201  
The Dean of Students Office requests when there is a student concern for faculty to complete a Student  
Concern Reporting Form at this link:  
[https://cm.maxient.com/reportingform.php?TexasChristianUniv&layout\\_id=9](https://cm.maxient.com/reportingform.php?TexasChristianUniv&layout_id=9)*

***Cc: Student***

## **Retention in the College of Education Graduate Programs**

Students must maintain acceptable academic performance (minimum 3.0 GPA) in order to advance in the program. The College of Education is dedicated to identifying and intervening to assist students who demonstrate difficulties maintaining these standards.

Any faculty member who has concern about a student's performance and/or professionalism may initiate the Academic Performance and Professionalism Warning (APPW) process. The process operates as follows:

- The faculty member completes the APPW form describing the concerns and indicating potential strategies and solutions to resolve the problem.
- A conference between the student and two faculty members is required to complete the APPW form. During the conference, the parties will discuss the student's understanding of the concerns, generate potential solutions, and agree upon a course of action. The APPW contract will be signed by the student and faculty members. If the student fails to respond or attend a conference, the two faculty members will complete the form and notify the student via certified mail.
- The completed form is submitted to the associate dean, the student and the Dean of Students office.
- Any student receiving two notices through this process may be considered for dismissal from the College of Education.
- Except in an unusually severe or critical situation (e.g., plagiarism, cheating, threat of harm to others, etc.), no single retention notice will result in a student being dismissed from the program.
- These notices do not become part of a student's permanent academic record.