

**Faculty Instructions for Handling 302 Students
Who Receive a Grade of C- or Less**

1. Be sure and notify students by mid-semester if there is a possibility they may not pass the class. Please make sure students are absolutely clear as to what they need to do in order to pass. (need to seminar, good writing, assume responsibility for their assignments, entertain multiplicity of views)
2. If the situation seems hopeless, suggest to the student that there is a lack of affinity between the Hutchins Program/Pedagogy and the student's learning style. Their alternatives are: apply to other pre-credential programs (ENSP, CALS, and AMCS) and have them go to the Advising Center for an explanation of their options.
3. Meet with the student and give them written notification indicating that
 - a. he/she can no longer be considered a Hutchins major
 - b. must go to the Advising Center
 - c. fill out a Change of Major Form, and sign it
4. Give the Change of Major Form to Sue or Thomas for processing