



**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.