

# WHAT TO DO IF YOU'RE FALLING BEHIND IN CLASS



DEPAUL UNIVERSITY

COLLEGE OF LIBERAL ARTS AND  
SOCIAL SCIENCES

*Department of Sociology*

## Talk to your Instructors ASAP

It is absolutely crucial that you communicate with your instructors as soon as you start to fall behind in a class. Ideally you should see them in office hours, where you have their undivided attention. Faculty appreciate knowing what is going on to cause a student to fall behind. Only faculty can help you put together a plan to get back on track in their course.

## Create a Detailed Plan w/ Timeline for Completing the Assignments

The key to getting back on track in a course is to make a plan. This plan should include a list of all assignments missed so far & all assignments coming due throughout the rest of the quarter. Talk with your instructor about your situation and write down the deadline for each assignment on your list. Plan out how you will spend every hour of each day from now until each assignment is due (remember to account for time spent commuting, working at a job, seeing tutors, studying, writing & re-writing drafts, going to faculty office hours, etc.). Stick to your plan. If you become overwhelmed, talk with your instructor(s) and with your academic advisor.

## Talk to your Academic Advisor ASAP

How you perform in a class impacts your academic record and your graduation timeline. It is important to talk with your academic advisor as soon as you are falling behind in a course so that they can help you put together a plan for academic success. In addition to talking with you about available academic support services, your academic advisor can provide information on

- Requesting an Incomplete (IN) in the course and the IN expiration policy
- The difference between dropping and withdrawing
- Deadlines, policies, and procedures relating to withdrawals and petitions for late withdrawals
- Leave of Absence policy
- The course repeat policy
- The academic probation policy

## Seek Out Academic Support Services

Your academic advisor can provide details on the kinds of support service available to students, including

- [Center for Students with Disabilities](#) (must meet eligibility criteria)
- Free [LSP 120 and LSP 121 tutoring](#)
- Free [science and math tutoring](#) available to all majors
- [OMSS](#) support services
- Quarterly Workshops on study skills, anxiety & stress management, time management, etc.
- [TRIO support services](#) (must meet eligibility criteria & be accepted into the program via application)
- [The Writing Center](#)

## Submit an Absence Notification Form to the Dean of Students Office

If you are going to be absent from class due to a medical, family, or personal emergency or due to a death in the family, you should submit this form (in addition to contacting your instructors) along with all supporting documentation. This must be submitted within 2 weeks of missing class. Get the form here: <http://studentaffairs.depaul.edu/dos/forms.html>.