Progress Report

DATE: ______________________  STUDENT ____________________________

TO: Professor/Instructor  WIN ____________________________

FROM: Curriculum Advisor

We have requested that this student meet with you during your office hours to discuss his/her progress in your class. It is important that we know how the student is progressing. The information you provide will be used to support this student’s academic success.

Please fill out the section below and give the completed form to the student. It is the student’s responsibility to turn in/review this form with us.

Thank you for your time and assistance. Please call our office at (269) 276-3270 if you have questions.

This student has utilized my office hours to discuss concerns about the course.  YES  NO  NO RECORD

The current grade is:  A  BA  B  CB  C  DC  D  E

What percent of the overall course grade is yet to be completed?  __________%

Is the student missing any:  Assignments?  YES  NO  Quizzes?  YES  NO  Exams?  YES  NO

How often has the student missed class?  0  1-2  3-4  5 or more  Attendance not recorded

Suggestions for improvement and additional comments:

☐ Writing skills  ☐ Class participation
☐ Reading skills  ☐ Quality of assignments
☐ Math skills  ☐ Completion of assignments
☐ Study skills  ☐ Attendance
☐ Class preparation  ☐ Conference with instructor
☐ Other: ____________________________

Signature of Instructor: ____________________________  Date: ____________________________

Course: ____________________________