



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? Quizzes? Exams?
 YES NO YES NO 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
- Reading skills
- Math skills
- Study skills
- Class preparation
- Other: _____
- Class participation
- Quality of assignments
- Completion of assignments
- Attendance
- Conference with instructor

Signature of Instructor: _____ Date: _____

Course: _____