ACADEMIC PROGRESS REPORT

TO BE COMPLETED IN BLACK INK

Student’s Name (Please Print) _____________________________ Social Security Number

Course Name & Number _____________________________ Date

NOTE TO INSTRUCTOR: Please take a moment of your time to complete this progress report and fill out the bottom portion of this form. This progress report is a critical tool that is used to evaluate a student’s eligibility for Financial Aid as it relates to their current Satisfactory Academic Progress. Please return this form to the student after completion. Thank you!

STUDENT'S PRESENT LEVEL OF ACHIEVEMENT

____ Excellent (A level)       ____ Missing Assignments
____ Good (B level)          ____ Incomplete Work
____ Satisfactory (C level)  ____ Inadequate Preparation
____ Below Standard (D level)  ____ Low Test Scores
____ Failing                     ____ Lack of effort

REASONS FOR BELOW STANDARD WORK

____ Excessive Tardiness
____ Excessive Absences

IF THE STUDENT MAINTAINS THE PRESENT LEVEL OF WORK, WILL HE/SHE SUCCESSFULLY COMPLETE THE COURSE?

____ Yes     ____ No     ____ Unknown at this date.

ADDITIONAL COMMENTS:____________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Instructor's Name (Please Print) ____________ Instructor’s Signature ____________ Date ____________