

APPENDIX 6.1.12.9.1: MID-SEMESTER PROGRESS REPORTS

SAMPLE: MID-SEMESTER PROGRESS REPORT

ALL FIRST-TIME FRESHMEN

Course Prefix, Number, Title

Instructor

Semester/Year

Please report on all first-time freshmen who show unsatisfactory progress (equivalent to D or F grade) in your course at this point in the semester. If a student shows successful progress in your course so far this semester, you may leave all code boxes blank for that student. If *All* students on this list are showing satisfactory progress, please mark the 'Flag All Students as Satisfactory' box.

Code: (Mark all factors that apply for each student)

The student is doing poorly in this course because he/she:

- 1 = Has excessive absences or has stopped attending class
- 2 = Demonstrates poor performance on tests and/or assignments
- 3 = Has missing assignments
- 4 = Demonstrates lack of participation or engagement in class
- 5 = Other. Please explain.

<u>Student</u>	<u>Code:</u>
<u>Comments re #5</u>	
Brown, Mary	↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5
Smith, Jane	↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5
Williams, Bill	↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5

† Flag All Students as Satisfactory

Appendix 6.1.12.9.1: Sample Warning Report