

Academic Progress Report Weeks: \_\_(1-3); \_\_(3-6); \_\_(6-9)

Student’s Name: Instructor Name:

Course: Date:

Each week I assess the progress that my students are making toward successful completion of this course. Based on my observation and your behavior I find that:

# (Insert comments here)

Since your future success is in jeopardy, please see me at your earliest convenience. Please check your course syllabus for my contact information. If you do not address this situation with me immediately, your grade may be adversely affected.