

UCBA Academic Progress Report

1. This form is designed to facilitate student-instructor interactions and to promote the student's self-assessment of academic progress throughout the term. In order to complete this form, the student should meet with the faculty member during office hours or schedule an appointment.
2. The student is to complete the first section and request that the professor complete the middle portion of the form during the conference. Both should also sign the form. If needed, the student will then complete the "Next Steps" section (page 2) to address any problems.
3. The student is responsible for submitting the form to his or her advisor by the due date and for seeking any assistance recommended by the instructor or advisor.

Student's Name: _____

Advisor's name: _____

Faculty Member's Name: _____

Class: _____

Date of conference: _____

Professor, please complete the following sections and discuss with the student his or her current academic progress in your class. Your comments and suggestions are welcome. Thank you!

1. Attendance, Participation, and Assignments

Please indicate the number of absences to date: 0 1 2 3 4 5 6 7 8 9 or more not known

How would you rate the student's preparation and participation in class?

Excellent Good Fair Poor Not applicable

Approximately how many assignments has the student completed and submitted on time?

All $\frac{3}{4}$ $\frac{1}{2}$ Less than half Not applicable

2. Current Academic Progress

Has the student completed all quizzes, tests, exams, and in-class assessments? Yes No

Current grade: A B C D F P NP Not applicable

3. Do you recommend that the student use any of the following UCBA support services?

Please check all that apply.

_____ Writing Lab _____ Reading tutor _____ Study Skills tutor
_____ Math Lab _____ Foreign Language Lab _____ Science Learning Lab
_____ Other

4. Comments or suggestions (additional space is provided on page 2):

Faculty member's signature _____ Date _____

Student's signature _____ Date _____

Date submitted to Advisor _____

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Additional comments from instructor:

5. **NEXT STEPS:** In the space below, the student should write his or her plans to address problems or challenges with this course.