



Center for Academic Services

Progress Report

Dear Professor/Instructor:

I am monitoring the academic progress of the following student. May I ask for your assistance in this endeavor? Please complete this form and return it to _____ at TCU Box _____. I realize that this is an extra burden on you, and I greatly appreciate your help. If you have any questions or concerns, please contact me at 817.257._____.

Thank you,

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Student's Name _____ ID # _____

Course _____ Instructor _____

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To be completed by instructor:

Please circle the student's current grade in the course:

A B C D F N/A at this time

Attendance (please circle one):

0-1 days missed 2-3 days missed 4-5 days missed 6+ days missed

Please check all that apply- The student:

- | | |
|---|--|
| <input type="checkbox"/> Displays a positive attitude | <input type="checkbox"/> Displays a negative attitude |
| <input type="checkbox"/> Participates in class | <input type="checkbox"/> Does not participate in class |
| <input type="checkbox"/> Submits assignments on time | <input type="checkbox"/> Submits assignments late |
| | <input type="checkbox"/> Does not submit assignments |

If the student is currently having difficulty in your class, what would you recommend to help the student become successful? _____

Other comments/suggestions: _____

Instructor Signature _____ Date _____