

Golden Gate University Division of Student Affairs

Student Personal Progress Report Form

Undergraduate Student Progress Report

Instructor: To assure good academic progress, this student has voluntarily given you this form to complete. The student is not required to share the information you provide with any University administration, but may do so if she or he chooses. Please return it to the student as soon as possible.

Name: _____

ID #: _____

Course Name: _____

Section: _____

Instructor: _____

Term: _____

Instructor: Please evaluate the student on the following:

As of _____ (Date)
the grade _____ (student's name)

has earned in this course is a(n):

A A- B+ B B- C+ C C- D+ D+ D+ F

Circle one:

- Participates in class regularly. Yes No
- Attends class regularly. Yes No
- Submits class assignments on time. Yes No
- Has taken all exams, quizzes, etc. Yes No

Suggestions for improvement:

- ___ Study skills help
- ___ Improve attendance
- ___ Student/Instructor conference
- ___ Make up missing work
- ___ Tutoring
- ___ Participate more
- ___ Test-taking assistance
- ___ Other _____

Thank you for your assistance.