

STUDENT PROGRESS REPORT

From Disabled Students Programs and Services

Student Name: _____ Student ID #: _____

To Instructors: In an effort to assist the students with monitoring his or her academic performance progress in your course, please be so kind to complete this form and return to the student. Your feedback is greatly appreciated.

Class				
<i>Please mark appropriate box</i>	Poor	Fair	Acceptable	Excellent
Attending class regularly				
	Earning a "B" or better	Earning a "C"	Earning a "D" or below	

Number of Absences

Recommendations for the student:

Professor Signature: _____ Date: _____

Class				
<i>Please mark appropriate box</i>	Poor	Fair	Acceptable	Excellent
Attending class regularly				
	Earning a "B" or better	Earning a "C"	Earning a "D" or below	

Number of Absences

Recommendations for the student:

Professor Signature: _____ Date: _____

Class				
<i>Please mark appropriate box</i>	Poor	Fair	Acceptable	Excellent
Attending class regularly				
	Earning a "B" or better	Earning a "C"	Earning a "D" or below	

Number of Absences

Recommendations for the student:

Professor Signature: _____ Date: _____

Class				
<i>Please mark appropriate box</i>	Poor	Fair	Acceptable	Excellent
Attending class regularly				
	Earning a "B" or better	Earning a "C"	Earning a "D" or below	

Number of Absences

Recommendations for the student:

Professor Signature: _____ Date: _____

STUDENT PROGRESS REPORT

Why should I use this form?

- Promotes independent and responsible behaviors
- Increases accountability and productivity
- Improves self-awareness and reflection
- Helps to decide whether to stay or withdraw from a class

When should I use this form?

- Before important deadline dates, such as:
 - Before the last day to drop the course without record OR
 - Before the last day to drop the course with a “W” on record

Check the Citrus Website for Add/Drop/Refund Deadline Dates

<http://www.citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx>

How do I present this form to my instructor?

Approach Options:

- See your instructor after class.
- If you prefer privacy, ask your instructor for an appointment.
- Send your instructor an e-mail.
- Drop in during your instructor's office hours.

What do I say?

Example: “I am registered with DSPS and I would appreciate it if you could fill out this form. I'd like to get a better idea of how I'm doing in this class. May I leave it with you and pick it up in our next class?”

Resources & Support:

- ☐ Once the form has been filled out by your instructor feel free to schedule an appointment with a DSPS counselor if you need additional guidance to stay in the class or withdraw from the class.
- ☐ Seek out tutorial services at the Learning Center.
- ☐ Take an Early Alert Workshop through the Counseling and Advisement Center to improve study skills, time management, note taking techniques, and more.

Disabled Students Programs & Services (DSP&S)
Student Services Building, SS 133
(626) 914-8675