

***Students taking online courses should request instructors to email you the required information and the students must bring the email print out to us**

INSTRUCTOR USE ONLY

Please complete the following progress report and return to the student. *Thank you for your time and cooperation* in completing the progress report in a timely manner. Our goal is to assist our students with academic resources and help them succeed in accomplishing their educational goals.

Date	Course	Units	Grade	A	B	C	D	F	INSTRUCTOR'S SIGNATURE:
4=Excellent 3=Good 2=Average 1=needs Improvement Homework 4 3 2 1 Attendance 4 3 2 1 Test Taking 4 3 2 1			Progressing in course Tutoring Recommended Comments: _____						
Date	Course	Units	Grade	A	B	C	D	F	INSTRUCTOR'S SIGNATURE:
4=Excellent 3=Good 2=Average 1=needs Improvement Homework 4 3 2 1 Attendance 4 3 2 1 Test Taking 4 3 2 1			Progressing in course Tutoring Recommended Comments: _____						
Date	Course	Units	Grade	A	B	C	D	F	INSTRUCTOR'S SIGNATURE:
4=Excellent 3=Good 2=Average 1=needs Improvement Homework 4 3 2 1 Attendance 4 3 2 1 Test Taking 4 3 2 1			Progressing in course Tutoring Recommended Comments: _____						
Date	Course	Units	Grade	A	B	C	D	F	INSTRUCTOR'S SIGNATURE:
4=Excellent 3=Good 2=Average 1=needs Improvement Homework 4 3 2 1 Attendance 4 3 2 1 Test Taking 4 3 2 1			Progressing in course Tutoring Recommended Comments: _____						