

**Progress Report (Spring Quarter 2019)**

Student: Date:

**Student Section**

**Section 1**: **Instructions to Student**

This form is used by the student who has received an academic warning or who has been placed on academic probation in order to improve your academic performance. You have 7 days to complete the process outlines in 1-4 below.

1. Each student must complete pages 1 & 3. Start by Completing Section II: Student’s Academic Improvement Plan. List each course separately in the space provided.
2. Schedule a time to meet with your course faculty. (The instructor will complete page 2, sign and return to you.
3. **After you have met with your faculty** email your detailed/signed progress report to Kelle Trice (all pages require signature including **Academic Standing and Success Contract (page 3)**
4. Call Kellee Trice anytime between 9:00 AM – 4:00 PM on the dates listed below to discuss your Progress report/ plan during the open office hours provided below.

**Open Office Hours to discuss progress reports with the program director, Kellee Trice, will be on Wednesday June 19th (12 Noon – 4:00 PM EST), Thursday June 20th (12 Noon – 4:00 PM EST) and Monday June 24th (9:00 AM – 12 Noon EST) ONLY. Failure to complete the steps outlines above will result in your suspension for courses until the process is complete)**

**Section II: Student’s Academic Improvement Plan**

|  |  |  |
| --- | --- | --- |
| Course # | Student Solutions: | Implementation Date: |
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**Comments:**

**FACULTY Section**

**Section III: Scheduled Conference**

Date Student Scheduled to Meet with Faculty/Program Director: \_\_\_\_\_\_\_\_\_\_\_

**Section IV: Instructions to Faculty:**

Thank you for assisting the above named student toward academic success. The student currently has below the school minimum passing grade of 70% in one or more courses.

Please discuss the identified obstacles and the student’s solutions to their academic success. The purpose of the discussion is to provide the student with the perspective of an experienced staff member on what could help them succeed. Ultimately it is the student’s responsibility to use their own judgment in identifying obstacles, solutions and developing a plan for their own academic success.

**Section IV: Faculty Recommendation**

\_\_\_\_\_ Meet with faculty advisor weekly \_\_\_\_ Meet with course instructor

\_\_\_\_\_ Other Requirements (outline below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty/Advisor Signature Date Student Signature Date

**Academic Standing and Success Contract**

Student: Date:

Quarter: Courses Currently Failing:

**Part I: Student Portion**

I understand that as a result of my unsatisfactory performance I am required to discuss my academic standing with my program director or appointed faculty advisor.

I understand that as a condition of enrollment I am required to maintain a minimum passing grade of 70% in all of my courses in order to progress into the next semester or face possible dismissal from the Neurodiagnostic technology program.

I understand that when placed on academic probation or if dismissed from the program, that this will affect any funds paid for tuition and that these fees will not be refunded.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **Student Signature**

To better help me succeed in the program it is beneficial to know the reasons for my poor performance.

Think about the issues and circumstances that have impacted your academic performance and what has led to your being on an Academic Support Plan. In two paragraphs or less, write a detailed summary of the factors leading to your current academic standing:

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What factors do you see as obstacles in your achieving academic success? Choose all that apply.

* Poor Attendance
* Relationship Issues
* Family problems
* Difficult time balancing work and school
* Did not ask for help when I should have
* Poor organizational skills
* Academic work is too difficult
* Clinical work is too difficult
* Other: