

Mid-Semester Academic Progress Report (MSAPR) *Spring 2020 Semester*

Student Information

Student Name: _____ University ID Number: _____

Course: _____
 Department Course Section
 example: *ENG* *W131* *23456*

Complete this section of the form and, based on the timeline below, take one MSAPR form to the instructor of each class in which you are enrolled. In doing so, please consider the following:

- Unless your instructor has asked you otherwise, do not email the form to the instructor—take it to him/her personally
- Give your instructor plenty of time to complete the form
- Arrange to pick up the form yourself; you are responsible for turning it in

Deliver all of your MSAPR forms together as a single packet to Owen Hall during business hours (see below) sometime during the week of March 2-6. Late or incomplete packets will not be reviewed and packets with MSAPRs that are completed too early (prior to March 2) will not be accepted.

Instructor Information

We appreciate your help in determining this student's eligibility to register through Continuing Student Registration for the upcoming term(s). Please indicate the student's estimated current grade and attendance for your class in the spaces below, and return this form to the student. Please note:

- This form should be completed only between March 2 and March 6 (we seek the most up-to-date grade and attendance information possible)
- The information is strictly for advising purposes, and we will consider it, along with information from the student's other instructors, when counseling this student about schedule modifications and his/her academic standing
- If you have questions, please do not hesitate to contact the College's Office of Undergraduate Academic Affairs (see contact information below)

Current Estimated Letter Grade: A B C D F No grades recorded

Number of Absences: 0 1-2 3-5 6+ Attendance figures unavailable

Comments or concerns about the student's performance in your class:

Signature: _____ Printed name: _____ Date: _____

MSAPR completion and submission timeline

Week of February 24:	Inform instructors that you will bring MSAPR forms next week; download and print forms
Week of March 2:	Have instructors complete forms; you must return forms to Owen Hall by Friday, March 6 at 5:00 p.m.
Friday, March 6:	5:00 p.m. - MSAPR deadline; deliver all completed forms in a single packet to Owen Hall
Sunday, March 15:	Automatic-W deadline for full-semester courses