

Course Progress Report

Faculty Responsibilities:

1. Email initial report to the student
2. Discuss with the student recommendations for improving performance
3. Forward the final electronic copy of the report to the Sequence/program leader, Graduate Program Coordinator and Graduate Advisor
4. Email the final report to the student

Student Responsibilities

1. Schedule appointment (on campus, telephone or web conference) with instructor within one week of receiving report
2. Read report and be prepared to respond to concerns at scheduled appointment
3. Be prepared to discuss strategies for improving performance

**This report relates to:**

 [ ] Course Progress [ ] Clinical Progress [ ] Clinical and Course Progress

**Does this report relate to a clinical suspension?** [ ] Yes [ ] No

|  |  |
| --- | --- |
| Student Name: | UID: |
| Faculty/Staff Initiating Report:  | Date Initial Report Sent: |
| Course: NUR | Current Grade: |

**Meeting with Student:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: |  |

**Explanation of Concerns about Course Progress:**

**Required Actions for Improving Course and/or Clinical Performance:**

**Recommended Action(s) for Improving Concerning or Deficient Behavior(s):*Check all that apply***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Prepare for class by reading text, completing homework prior to class, and reviewing notes after class. |  | Meet with Sequence/program leader, Academic Advisor or Graduate Program Coordinator to address career options and plans of study. |
|  | Find study group/partner with similar study styles. |  | Seek counseling at ISU student counseling services. (309-438-3655). |
|  | Meet with instructor to review test-taking strategies. |  | Consult with librarian (ISU librarian preferred) |
|  | Seek peer tutoring or mentoring |  | Other: |

**Time line for Expected Improvement and Review of Progress**

[ ] Meeting was conducted in person.

Student Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Instructor Signature

[ ] Meeting was conducted by phone. See the attached email from student indicating understanding of the terms and verification of the meeting.