To Faculty/Staff:

Making connections with faculty/staff and are important to the success of this student, and we appreciate your willingness to work with the student toward his/her goals. If you have any questions, please contact the student’s advisor, or write your comments on this page. Signing the form indicates that the above named student has met with you to discuss his/her meeting with you and progress.

Comments regarding this student’s progress in class (attendance, participation, homework, assignments, papers, quizzes, or exams) or recommendations to the student for improved success:

Signature of Faculty/Staff: Date:

To the Student: After you meet with your professor, write responses to the questions on the following page and bring it with you to your next academic advising appointment.
1. What do you need to do in order to be academically successful in this class?

2. When are the dates of the next major assignments/tests/exams? What weight do these assignments carry?

3. What resources are available to you to assist you?

4. What issues/problems/concerns do you have regarding this class?

5. What grade do your realistically expect to earn in this class? How does this anticipated grade impact your major choice and overall academic standing?