



Progress Survey Guide

The following progress surveys will be emailed to instructors to complete at specific times during the semester. Your feedback on student progress is very important to student success. If you do not have any feedback, simply submit and the default response will be, "no feedback at this time". Additionally, please note that you do not have to provide feedback for every student, only those who need important feedback at that specified time during the semester. *Thank you for participating and helping our students succeed!*

Name of Progress Survey	Purpose of Progress Survey (Why)	Time of Semester Sent (When)	Items Included (What)
1. NO SHOW	Identify who is not showing up to class (zero attendance/ participation) in order to outreach to those who are most at risk of not being successful. Focused on students who should potentially withdraw from the class.	Sent 2 weeks into the semester	No Show
2. 5 Week Check Point	Identify potential concerns (attendance concern, missing/late assignments) as well as recognizing student success (keep up the good work, showing improvement) and referring students who may need additional tutoring (tutoring referral).	Sent 5 weeks into the semester	Attendance Concern Missing/Late Assignments Showing Improvement Keep Up The Good Work Tutoring Referral
3. Post Midterm Results	Identify students who are either succeeding OR not succeeding in a course, and recognizing those who are improving. Focused on students who should potentially withdraw from the class before the deadline.	Sent just after the midterm (8-9 weeks into semester)	In Danger of Failing Outstanding Academic Performance Showing Improvement

