



Kirkwood Community College
GRADE-IN-PROGRESS

Student's Name: _____ Kirkwood I.D. #: _____

Address: _____
STREET APT.

CITY STATE ZIP

You are not making satisfactory progress in this course. To assist you in your success, please schedule a conference with me as soon as possible.

Course Title: _____

Section #: _____ Date: _____

Instructor's Name: _____

Office Phone: _____

Office Location: _____

ITEMS ADVERSELY AFFECTING GRADE:

- 1. Attendance
 - Never attended
 - Too many absences
- 2. Assignments
 - Incomplete
 - Not turned in
 - Poorly prepared
- 3. Participation
- 4. Test Scores
 - Failing
 - Low scores
- 5. Comments:

Copy to: Student
 Instructor
 Dean