### Directions for Completing the Mid-Semester Academic Progress Review

1. Complete this form. Fill in 1) the courses you’re taking this semester, 2) the credit hours associated with each course, 3) how many absences you have and 4) the grades you’ve earned in each course to date for homework, exams, quizzes and any other assignments.

2. If you have any blank boxes, log into Blackboard to see if your instructor has posted the grades you’re missing. Fill in all of the blank boxes you can.

3. If you still have missing grade information, meet with your instructor(s) and request the missing grade information.

4. Review your syllabi to determine how the final grade for each course will be calculated. Fill in your current grade/academic status for each course.

5. Determine whether or not you are satisfied with your course performance to date. Decide if you need to 1) drop any courses, 2) seek course assistance or 3) increase effort to improve your performance.

6. Use the GPA calculator to estimate your end-of-semester GPA ([back2college.com/raisegpa.htm](http://back2college.com/raisegpa.htm)).

7. Do you need additional assistance? Contact your academic adviser or an ASC advising and coaching specialist.