



To: All ACCESS Students

From: Charity Bowles, Program Director

### **Requirement to stay in ACCESS Program**

#### **Grade Progress Forms**

**"In order to comply with federal requirements, all ACCESS students are now required to complete Grade Progress Forms with each of their instructors every semester by the end of the 5<sup>th</sup> week of classes".**

**Instructions:** The purpose of this form is to obtain feedback from your instructors regarding your progress in classes. Using one form per class, complete the shaded section of this form, then email or give it to each of your instructors for completion by the end of the 5<sup>th</sup> week of the semester. You are strongly encouraged to meet individually with each instructor to accomplish this task but you may email it to your professors as well. **Email or bring the completed Student Progress Form (SPF) to the ACCESS Program Coordinator.**

**IF YOU ARE IN EOPS**- you only need to fill out one form per class and give it to EOPS. Please check the boxes in the top left corner to indicate all the programs you are in so we can share the forms.

We want to thank you in advance for your continued commitment to your academic success. Should you have any questions about this letter or the form, I welcome hearing from you. I may be reached in the ACCESS Office C1 – 117 at ext.5190 or [charity\\_bowles@wvm.edu](mailto:charity_bowles@wvm.edu).

More forms are available in the office or on our website:

[http://missioncollege.org/student\\_services/access/documents/StudentProgressForm.pdf](http://missioncollege.org/student_services/access/documents/StudentProgressForm.pdf)

Be well and Good luck!

*Charity Bowles*

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