

My Mid-Semester Success Check

Courses I'm Taking this Semester	Credit Hours	Number of Absences	Average Homework Grade	Average Quiz Grades	Average Exam Grade	Feedback from My Instructor (In person or on Blackboard)	Current Grade or Status in Course

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 in DegreeWorks to estimate your end-of-semester GPA.
7. Do you need additional assistance? Contact your academic advisor or your AMP mentor.

Tips for Meeting with Your Instructor

- Visit during office hours or make an appointment. Be on time for an appointment.
- Be professional. Introduce yourself and share your commitment to succeeding in the course.
- Explain that you would appreciate mid-semester feedback. Request the information you need to fill in any blank boxes for a course.
- If you're not performing as well as you'd like to in a course, ask the instructor for suggestions on improving your performance.
- At the end of the meeting, thank your instructor(s) for the time and assistance provided.



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