INSTRUCTIONS - Complete steps one and two for each class you are currently enrolled in. Once you receive a reply from your instructor, forward the email(s) to the Financial Aid Office for review. If you wish to meet with your instructor in person, you may complete the form version of the Instructor Progress Report.

STEP 1: SEND EMAIL TO INSTRUCTOR

INSTRUCTIONS - be sure you are sending this to your instructor from your student email. Fill in all red text with the appropriate information. Be sure to allow enough time for your instructor to respond so you can submit your Progress Reports by the deadline listed above.

1. Log into your student email
2. Select New Mail
3. Put instructor’s Madison College email in ‘To:’
4. Subject: Instructor Progress Report for (enter class name)
5. Copy and paste the text below into the body of the email:

Hello (insert instructor name),

I am on the Academic Fitness Program (AFP) as part of my financial aid reinstatement. A condition of the AFP requires me to complete the Instructor Progress Report for my (enter class name) class. I feel my progress in the class is as follows:

I've completed (enter percentage)% of the assignments so far giving (enter percentage)% of my best effort. For this class I have been studying (enter # of hours) hours per week. I feel that if I keep doing what I have been doing, the grade I will earn in this course is a(n) (enter anticipated grade).

Please reply to my email and enter the following information for the Financial Aid Office. I will then forward the information on to the Financial Aid Office.
1. What my current grade in the class is;
2. The progress I have been making in the course;
3. Any areas I can improve in or be referred to (e.g. class participation, studying, Learning/Math/Writing Center(s), advisor, etc.); and
4. Any comments

Thank you,
(insert name)

6. Select Send
7. Wait for your instructor to respond, please allow up to a week processing time for the instructor to get back to you. If you do not hear from them after one week, try to make contact with the instructor again.

STEP 2: FORWARD THE EMAIL TO THE FINANCIAL AID OFFICE

1. Log back into your student email
2. Select your instructor’s reply
3. Select Forward
4. Insert financialaid@madisoncollege.edu for 'To:'
5. Select Send

27Mar2018