

Dear colleagues,

As the semester is well underway, we're writing with information about our progress report system from two directions: 1.) in case you have students in your classes who are not doing well, and 2.) if you have advisees who get such reports.

1. **Send a progress report if you have a student who is doing very poorly in your class or not attending:**

What is a Progress Report?

- A formal notice to students that they are having a problem in your class and that something must change for them to progress successfully.
- A way to alert advisors, coaches, the Office of Student and Community Life, and the Center for Academic and Experiential Advising to potential problems.

When should I send a Progress Report?

- Whenever you would like to make a formal statement of your concern about a student. This is often because the student is in some way hiding from you--either by not submitting work or not coming to class. It could also be that they are performing very poorly, or otherwise not fulfilling your expectations for the work in your class. Don't hesitate to send a report as soon as you notice the concern.

How do I send a Progress Report?

- Through TCOOnline. [Instructions from the registrar's website here.](#)

How should I write a Progress Report?

- The most important audience for the Progress Report is the student—consider addressing them directly.
- State the specifics of their performance and what they can do to fix it. (For example, “you got X on the first two assignments; I suggest you come and talk with me about Y and make sure to Z.”)
- For matters that may be more personal or social in nature, indicate behaviors. (For example, “you have missed three out of seven classes”)
- When sharing sensitive information, please be mindful of the fact that your note will be visible on the student's advising transcript (for the duration of the current semester only).

What happens after a Progress Report is sent?

- Ideally, the student will contact you and take action. They will receive an automatic email from us with suggestions about doing do, including advice about campus resources.
- The Progress Report appears on the student's advising transcript (it is erased at the end of the semester).
- The student should also be in touch with their advisor, who receives a copy of the report, and in the case of athletes, their coach.
- The Office of Student and Community Life reviews reports for students of particular concern.

If I send a Progress Report and nothing changes, what can I do?

- Send a second progress report, mentioning that it's a second report, and letting the student know the ramifications of their actions/inactions.

- If necessary, alert them to the fact that this semester’s deadline to withdraw voluntarily from a course without a grade penalty (other than a “W” on their transcript) is **March 8**. (After that date, withdrawing requires a petition to the Academic Affairs Committee —not doing well, or being behind, are **not** viable reasons for that petition.)
 - If your student is an athlete, consider [contacting their coach](#).
 - If you think the problem goes beyond academics, consider contacting the Deans in the Office of Student and Community Life by emailing doso@trincoll.edu
 - For more direct advice, feel free to contact us via our individual emails or advising@trincoll.edu.

2. **If your advisee gets a Progress Report:**

The following are suggestions. If your student is on **Academic Probation, Academic Warning, or Academic Outreach (in descending order of seriousness)**, the concern might be particularly strong. For the rules of Academic Standing, [see the bulletin, pp 47-49](#).

- Reach out and invite them to talk with you about creating an action plan--getting in touch with their professor, setting viable goals, and perhaps reaching out to TA’s, fellow students, and other campus resources for help and connection.
- Feel free to contact their other professors if you have questions about their attendance/performance.
- If the student doesn’t respond to you, consider emailing the Office of Student and Community Life doso@trincoll.edu, or in situations that may involve protected information, call that office at (860)-297-2156
- In the case of athletes, you might [contact their coach](#).
- Remember that your job is not to fix the problem, but to support your advisee in finding ways to fix the problem themselves.
- Feel free to contact our advising team for help and advice.

If you have questions about progress reports or any other advising matters, we are here to talk with you.