

Dear Professor,

The student named below is an athlete within the Department of Intercollegiate Athletics. In an effort to monitor the progress that this student-athlete is making, I am asking that you fill out this form.

I realize that this may take some time, but it will help continue the outstanding academic record that our athletes have already attained. If, at this time, you have no grades to report, please hold this form until a test, paper, etc. has been completed.

I ask that you return this information by one of the following methods:

- 1.) Campus mail-M/C 195, B60 PEB
- 2.) [E-mail- sbrett@uic.edu](mailto:sbrett@uic.edu)
- 3.) Campus phone: 3-9745
- 4.) Fax: 3-1277

The Progress Reports adhere to FERPA regulations in that student-athletes sign a release that gives UIC Athletics permission to make academic inquiries and receive attendance and grade information from professors. Thank you.

Shannon Norkus
Coordinator, Academic Services

Name:

Course:

UIN:

Call #:

Has the student missed any classes?

Yes

No

Number of absences in class: _____

Is the student progressing satisfactorily?

Yes

No

Grade(s) to date: ___ ___ ___ ___ ___

Suggestions and/or comments: _____

Instructor's Name: _____

TO: Coach

FROM: Sam Rush

DATE: September 22, 2010

RE: Progress Reports

Coach, here are the Progress Reports for this semester. These forms are due back to the Port Center by Monday, October 11.

Submission of Progress Reports is mandatory. Communicate to your team members that they will be pulled from practice and/or competition if their reports are not submitted on time. A mass e-mail to students will go out as well.

If any athletes have instructors who refuse to complete the form, have the student see me. Let Shannon or me know if you have questions. Thank you.

CC: Tonya McGowan
Jim Schmidt
Shannon Norkus
Denny Wills
Eric Phillips