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**MPR**

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# South Baylo University

- ☐ **Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701  
Tel: 714-533-1495 Fax: 714-533-6040
- ☐ **Los Angeles Campus:** 2727 W. 6th St., Los Angeles, CA 90057-3139  
Tel: 213-738-0712 Fax: 213-480-1332

# MIDTERM STUDENT PROGRESS REPORT

SUBMIT TO ACADEMIC DEAN NOT LATER THAN THE 6TH WEEK OF THE CURRENT QUARTER

**FACULTY NAME** \_\_\_\_\_ **PHONE #** \_\_\_\_\_  
*Last First Initial*

**COURSE #** \_\_\_\_\_ **COURSE TITLE** \_\_\_\_\_ **UNITS** \_\_\_\_\_

**FOR QUARTER:** ☐ Fall ☐ Winter ☐ Spring ☐ Summer ; **YEAR** \_\_\_\_\_

Note: Report only those students with current or potential problems with their attendance and/or academic performance. It is not required to report all students in your class.

[illegible]

Legend:

Attendance: **[poor]**: More than 2 unexcused absences and/or grave misconduct;  
**[average]**: Less than 2 unexcused absences and/or minor misconduct;  
**[good]**: No absences or misconduct.

Remarks: Late, disturbing the class, cheating,....

Academic: **[no exam]**: Student didn't take the midterm;  
**[fail]**: Not likely to pass;  
**[pass]**: Likely to pass;  
**[N.I.]**: Needs Improvement to pass

Revised 5/2018

signature of faculty

*date*



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## FINAL GRADE REPORT

Please use this Form for each course which must be submitted along with **Final Grade Sheet**. This Report must be cleared by the appropriate Program Director/Academic Dean for a Faculty member to receive his/her second (last) pay check for the quarter.

**FACULTY NAME** \_\_\_\_\_ **PHONE #** \_\_\_\_\_  
Last First Initial

**COURSE #** \_\_\_\_\_ **COURSE TITLE** \_\_\_\_\_ **UNITS** \_\_\_\_\_

**FOR QUARTER:** ☐ Fall ☐ Winter ☐ Spring ☐ Summer ; **YEAR** \_\_\_\_\_ **TOTAL # of STUDENTS** \_\_\_\_\_

**# OF EXAMS (TESTS) GIVEN FOR QUARTER:** \_\_\_\_\_ ; **QUIZZES:** \_\_\_\_\_ ; **REPORTS:** \_\_\_\_\_

### GRADE DISTRIBUTION

1. Number of students with "A" grade: \_\_\_\_\_ and % of total: \_\_\_\_\_ %
2. Number of students with "B" grade: \_\_\_\_\_ and % of total: \_\_\_\_\_ %
3. Number of students with "C" grade: \_\_\_\_\_ and % of total: \_\_\_\_\_ %
4. Number of students with "D" grade: \_\_\_\_\_ and % of total: \_\_\_\_\_ %
5. Number of students with "F" grade: \_\_\_\_\_ and % of total: \_\_\_\_\_ %

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Course Grade: \_\_\_\_\_ %

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Course Grade: \_\_\_\_\_ %

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Course Grade: \_\_\_\_\_ %

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Course Grade: \_\_\_\_\_ %

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Course Grade: \_\_\_\_\_ %

6. Number of students WITH "I" GRADE: \_\_\_\_\_ **PLEASE SUBMIT MAKE-UP FORMS**

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

7. Number of students WITH "W" grade: \_\_\_\_\_ and % of total: \_\_\_\_\_ %

**PLEASE SUBMIT THIS FORM, MAKE-UP FORM (IF ANY) AND STANDARD ITEM ANALYSIS REPORTS TO PROGRAM DIRECTOR OR ACADEMIC DEAN.**

\_\_\_\_\_  
signature of faculty

\_\_\_\_\_  
date



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## CLEARANCE FORM FOR FACULTY

**FACULTY NAME:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_  
Last First Initial

**FOR QUARTER:** ☐ Fall ☐ Winter ☐ Spring ☐ Summer ; **YEAR** \_\_\_\_\_

COURSE #	COURSE TITLE	UNITS

### Instructions:

- Please indicates the Course Title and Number of Units for each teaching assignment.
- Upon complete submission of Final Grade Packet to the appropriate Program Director(s) at the end of the academic quarter, the Program Director(s) provide signature(s) for each teaching assignment to confirm complete submission of Final Grade Packet.

\_\_\_\_\_  
signature of faculty

\_\_\_\_\_  
date

..... Office Use Only .....

- ☐ Updated Student Syllabus If Changed
- ☐ Final Grade Report Per Course
- ☐ Official Attendance Sheet with Grades per Course
- ☐ Mid-Term Test With Answer Key Per Course - Hard & Electronic Both
- ☐ Final Test With Answer Key Per Course - Hard & Electronic Both
- ☐ One Sample of Actual Student's Work (Out-of-Class Assignment)
- ☐ All the Templates of Quizzes and Assignments

\_\_\_\_\_  
signature of Program Director

\_\_\_\_\_  
date