September 20, 2011

To: All BCC Faculty
From: Howard Wach, Interim Vice President of Academic Affairs
Subject: Early Progress Report

The Early Academic Progress Report form is now available for you in OSSES under Enrollment Tools. You may use this form in order to provide your students with an early-semester evaluation of their performance. The advantage of this will be to provide an additional opportunity and occasion for consultation with you and, for those students who are not meeting your expectations, early referral to support services which can assist them.

The form provides three evaluation options. Completing and submitting the form will generate an email message to the student, along with a contact and information list of support services. The evaluation options and associated messages will read as follows:

1. **Evaluation:** Performance Exceeds Course Expectations  
   **Message:** Congratulations! Your performance in this course to date is exemplary. For your reference, a list of student support services can be found at [web site link here].

2. **Evaluation:** Performance Meets Course Expectations  
   **Message:** Your performance in this course to date is on track to meet expectations. If you need to do so, you may speak with your instructor about the student support services found at [web site link here].

3. **Evaluation:** Performance Does Not Meet Course Expectations  
   **Message:** There are many academic and student support services available to help you succeed at Bronx Community College. Information about them can be found at [web site link here]. Speak with your instructor about which of these services may be appropriate for you, and about how to utilize them effectively.

Though use of the Early Academic Progress Report is optional, I encourage you to employ this tool to provide your students with timely information about their performance, and about campus resources which can help them to improve their academic work. The form will remain open for use until Thursday, October 6. We are utilizing a uniform evaluation this term. However, the system is highly flexible. It can be configured to reflect departmental, program-based, or course-based evaluation needs, and to include “triggers” which refer students to specific support services. We will soon be providing departments with the tools to create these more specific early-semester evaluations for future use.

Finally, please note that the Early Academic Progress Report is independent of the Commencement of Attendance (COA) procedure. The COA is mandatory. Thank you.