

<p>TAKE CHARGE Grade and Attendance Feedback Form North Harris College</p>

Student Name: _____ *Subject/course #:* _____

PURPOSE

To increase student productivity through grade awareness and timely feedback.

PROFESSOR

Please complete and return to student after each grade/attendance report at dates indicated below.

1st Grade/Attendance report (retrieved at mid-term)

Date:	Current Grade:	Total Absences:
Professor comments and signature:		

Counseling Center (follow-up visit) _____ (staff signature)

2nd Grade/Attendance report (retrieved two weeks prior to end of school term)

Date:	Current Grade:	Total Absences:
Professor comments and signature:		

Counseling Center (follow-up visit) _____ (staff signature)

STUDENT

Please obtain the following items:

1. A grade and attendance report from each professor at mid-term and two weeks prior to the end of the school term for **all** courses taken during the semester.
2. A signature by a counselor or advisor confirming a visit to the Counseling Center, Academic Building, room 104, to review this feedback form and discuss support services if needed.

TO QUALIFY FOR EARLY REGISTRATION *

- ❖ Student must have a minimum of a “**B**” average in each class by the 2nd grade/attendance report.

* A semester GPA of less than 2.0 may result in administrative termination of student’s subsequent course registration. Completion of TAKE CHARGE will be considered in the event of suspension appeal.