FRESHMEN GRADE CHECKS

All students should be monitoring their own academic progress. You should know your grade in every course. Freshmen Grade Checks are due to Derrick by Friday, October 9, 2015, prior to 5:00 pm (close of business). If you need an extension, let me know.

GRADE CHECK INSTRUCTIONS
1. Take your Grade Check to the person who is actually giving you the grade at the end of the course. This may be your professor, but it could also be your TA (teaching assistant).
2. In addition to a copy of the Grade Check, attached is a letter to the instructor. Some instructors this serves to make this process easier to understand. You may make several copies (one for each instructor), or pick copies at our office.
3. Remember that instructors are very busy people. Be courteous. Prior to presenting your instructor with your Grade Check, you should already have your grades printed out (from Blackboard, etc.) to make this process easier for them.
4. Another viable option for some instructors may be emailing your grade to our office. If so, please present them with my business card, or give them my information:
   Derrick Williams
   Student Success Coordinator, Science Bound
   dwilliams@purdue.edu
   765-494-3556
5. I am also available to answer any questions they may have about this process.
6. Grade Checks submitted to another program or course may be acceptable as long as it has been within the last 2 weeks.
7. We will be looking for a grade check for every course you are taking this semester. If you are taking 6 courses, then we should see 6 course

ABOUT THE GRADE CHECK FORM ITSELF
• The Grade Check form is in the tri-fold format which is intended to keep your grades private. It can be folded in any manner so that only the relevant course is visible to the instructor.
• Your instructor should only see the information for their particular class.
• Please do not allow the instructor to unfold the grade card, to respect the privacy of student course grades and instructor comments in your other courses.
• Do not allow an instructor to keep this form. The Grade Card Form cannot be kept overnight. If necessary, the student can get the grade, absences, comments, and signature during your next class period. This is to protect against loss and insure privacy for the student.

Let me know if you have any other questions.