



**2023-2024 ACADEMIC PROGRESS REPORT**

Complete form in blue or black ink

**STEP 1: STUDENT’S INFORMATION**

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Mt. SAC ID Number
---------------------	----------------------	----------------	-----------------------------

Term (Example: Fall 2023, Spring 2024)

**STEP 2: STUDENT’S ACADEMIC PROGRESS**

**To the Student:** It is your responsibility to make sure that this form is completed by each of your instructors for all courses in the current term. We recommend that you attempt to meet with your instructors during their scheduled office hours to complete this form. **During the COVID-19 pandemic, the Financial Aid Office will temporarily accept this completed form via an e-mail from the student's instructor. The instructor’s e-mail must come from the instructor’s Mt. SAC e-mail address (i.e. @mtsac.edu) and be sent to the Financial Aid Office’s e-mail address at [financialaid@mtsac.edu](mailto:financialaid@mtsac.edu).**

**To the Instructor:** The above student is authorizing the release of his/her current grade progress. The information you provide will assist with the review of their financial aid appeal. Please provide the grade-to-date, and any additional information you feel may assist us. You are welcome to submit a letter of support on behalf of the student with this report. **E-mail the completed form from your Mt. SAC e-mail address to [financialaid@mtsac.edu](mailto:financialaid@mtsac.edu).** If you have any questions, please contact the Financial Aid Office at 909-274-4450. Thank you.

Date	Course	Grade-to-Date	Number of Absences	Instructor Comments	Instructor Signature

**STEP 3: CERTIFICATION AND SIGNATURE**

I acknowledge with my signature that all information contained on this form is true and have not been falsified. I understand that I am subject to the Mt. San Antonio College’s Standards of Conduct Policy.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_