



MEMORANDUM

TO: COURSE INSTRUCTORS

FROM: TRANSFER ADMISSIONS COUNSELOR

RE: GRADE PROGRESS REPORT

Please take a moment to fill out the information requested below as it is necessary in assisting us in evaluating this student for admission to USD. If a student fails to submit midterm or current grades as soon as they are available, an admission decision will be determined based upon the information received to date. Your time and attention to this matter are much appreciated.

Student's Name: _____

College/University: _____

Semester/Quarter in progress: [] Fall [] Winter [] Spring 20_____

Date(s) of Final Examination(s): _____

**Midterm grades are defined as grades earned no earlier than 7 weeks after the beginning of a semester or grades earned no earlier than 5 weeks after the beginning of a quarter.*

Dept.	Course Number	Course Title	Units	*Midterm Grade	Current Grade	Instructor's Signature/Date
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____
_____	_____	_____	_____	_____	_____	_____/____