2013-2014 COURSE EVALUATION FOR SAP APPEAL

PLEASE PRINT CLEARLY IN INK

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<th>Student Last Name</th>
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This Course Evaluation is to determine current progress: □ EXCESS UNITS PETITION □ LOAN APPLICATION □ SAP APPEAL

**STUDENT.** Beginning February 24, please list your courses below and ask your instructors to indicate your current class status. The Course Evaluation should be given to each instructor, but not before **February 24.** If a particular class does not have tests, the instructor has been asked to comment on your attendance, class performance, quizzes and assignments. Return this Course Evaluation to the Financial Aid Office. Include ALL current classes on one form. At the time you submit the form, ALL classes must show passing grades (“C” or better). Falsifying information will result in disciplinary action which may include expulsion from Butte College. Please initial: _______________

**INSTRUCTOR.** Please assist us in evaluating this student by providing information on their class performance to date. This information is to determine the student’s financial aid eligibility in accordance with federal regulations for Satisfactory Academic Progress. We requested that the student give this to each instructor but **NOT BEFORE FEBRUARY 24.** Please comment on all aspects of class performance and DO NOT use N/A. The student is expected to be doing “C” or better. Use back of sheet for additional explanation or email privately from your Butte College email account to financialaid@butte.edu.

**SEMESTER: SPRING 2014**

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**Grade estimate to date:** Is student currently earning a “C” or better? Include the following: Classwork, daily assignments, tests, quizzes

- Yes
- No

Is student currently actively attending/participating in this class?

- Yes
- No

Is student current in assignments?

- Yes
- No

Is student current in tests or quizzes?

- Yes
- No

Do you recommend tutoring for this student?

- Yes
- No

**Instructor:** Please sign and date after completing an assessment of the student’s current status in your course(s) but **NOT BEFORE FEBRUARY 24.**

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Additional comments may be made on the back of this form or emailed to financialaid@butte.edu. In the subject line, indicate “Course Eval” and student’s name.

Thank you.

Financial Aid Office