

## **EOPS Progress Reports Frequently Asked Questions (for Faculty)**

### **What is the purpose of the progress report?**

The progress report is designed to give you the opportunity to provide EOPS students with valuable feedback on their academic performance. It also provides students with the opportunity to self-reflect about their progress and let instructors know if they have questions about the class. By receiving feedback from instructors in the middle of the course, students will have time to seek help or other resources to continue their success. It allows instructors to intervene with students who are struggling and recognize those who are excelling. The process also provides a valuable opportunity to develop critical soft-skills. The EOPS program also uses the progress reports to get a complete picture of the student's academic performance so they can better advise students.

### **What are the consequences for the students if they do not complete a progress report?**

Progress reports are a semester requirement for EOPS students to maintain good standing in the EOPS program. Students who do not complete this requirement will be put on alert status for the following semester. Being on EOPS alert status may result in financial consequences as it relates to their EOPS benefits.

### **When will students start coming to have their progress reports filled out?**

It is recommended that students complete progress reports during "progress report months" (March for spring semester and October for fall semester). Beginning in Fall 2015, students must submit progress reports by a mid-semester deadline. For short-term/late-start classes, the student should discuss adjusting their progress report deadline with the EOPS program.

### **Do students need to complete a progress report for all their classes?**

We advise students to complete one progress report for each of their major academic classes. If you are teaching a very short or small unit class, e.g. class that meets only once during the semester or a 0.5 unit PE class, students will probably not ask you to complete a progress report for these courses.

### **How many times a semester do I need to complete a progress report for one student?**

EOPS students are required to complete an EOPS progress report for each of their classes only once per semester.

### **I teach an online class, how do I submit a student's progress report?**

For online classes, the student should email you a copy of their EOPS progress report with the student portion already completed. Instructors will complete the bottom Instructor section and email it back to students. An online pdf of the progress report form can be accessed at our website: [www.dvc.edu/eops](http://www.dvc.edu/eops). Click on the "Progress Reports" tab on the left hand navigation column.

### **How do students receive credit for their progress report once I fill them out?**

In order to receive credit, it is the student's responsibility to submit their progress reports by the semester deadline in one of three ways:

- 1) Submit to an EOPS counselor during a counseling visit or drop-in appointment
- 2) Submit in the EOPS Office in a progress report submission box
- 3) Submit electronically by emailing our EOPS progress report email address

EOPS is committed to the academic success of its students. Thank you for your participation and assistance in making the EOPS progress report a useful intervention tool.

For more information, please contact the EOPS Office at (925) 969-2117 or (925) 969-2123.