

EOPS Progress Reports

Frequently Asked Questions (Students)

What is the purpose of the progress report?

The progress report is designed to provide EOPS students with valuable feedback about their academic performance. Students have the opportunity to self-reflect on their own progress and let their instructors know if they have questions. By getting feedback from instructors in the middle of the course, students will have time to seek help if they need it or other resources to continue their success. It allows instructors to intervene with students who are struggling and recognize those who are excelling. EOPS counselors and staff also use the progress reports to get a complete picture of the student's academic performance so they can better assist students who may be struggling.

How many times a semester do I have to complete a progress report?

You are only required to complete an EOPS progress report for each of your classes once per semester. However, some students may choose to do a second progress report to continue to monitor their progress in their classes.

Do I have to complete a progress report for all my classes?

Asking your instructors to complete a progress report for you is a great way to check your own academic progress in your classes. We advise students to complete one progress report for each of their academic classes. However, if you are signed up to take a one-day Saturday class or a PE exercise class, you do not need to complete a progress report for these courses.

How do I complete my progress report if I have an online class?

For online classes, complete the Student portion of the form then email it to your instructor. Your instructor can complete the bottom Instructor portion and email it back to you. The deadline for online classes is the same.

When should I complete the progress report?

Completed progress reports must be submitted by the stated semester deadline. This deadline changes each semester so please be sure to visit the office, ask a staff member or counselor, or consult the EOPS website for updated dates. For Fall, we recommend students begin the process of asking for feedback from their instructors at the beginning of October; for Spring, beginning of March. For late-start or short-time courses, the midway point of the class may vary. Speak to EOPS if you have questions about these types of courses.

How do I receive credit for my progress reports once they are completed?

In order to receive credit, it is your responsibility (not your instructor's) to submit your progress reports by the semester deadline in one of two ways:

- 1) Submit to an EOPS counselor during a counseling visit or drop-in appointment
- 2) Submit to the EOPS Office (this process requires check-in and photo ID)

How/when should I approach my instructor about completing my progress report?

It is always best to see your instructor during his / her office hours when they have more time to discuss your progress and give you the best feedback. Interrupting the instructor in the middle of class or trying to squeeze in time before or after class when he / she might be in a hurry are not the best ways to complete your progress report. Introduce yourself to your instructor at the beginning of the semester and let them know that you are an EOPS student. By letting them know ahead of time that as an EOPS student you will need them to complete a progress report for you, they will be better prepared when you do ask them to help you complete your progress report.

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