

EOPS Progress Reports Frequently Asked Questions (for Faculty)

What is the purpose of the progress report?

The progress report is designed to provide EOPS students with valuable feedback on their academic performance. By receiving 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. The process also provides a valuable opportunity to develop critical soft-skills. EOPS counselors also use 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 fail to 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, approximately one week after the end of "Progress Report Months." For short-term/late-start classes, the midpoint of the course may vary.

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. However, some students may choose to complete a second progress report to continue to monitor their progress in their classes.

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.

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

For online classes, the student should email you requesting that you complete an EOPS progress report for them. An online pdf of the progress report form can be accessed at our website: 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? Is there anything I need to do?

It is the student's responsibility to submit completed progress reports to an EOPS counselor for review and feedback. Instructors are not expected to do anything with the progress report apart from filling them out. Students are advised by the EOPS Program to see instructors during office hours or by appointment.

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.