

EOPS/CARE ACADEMIC PROGRESS REPORT

**FALL 2018
DEADLINE: Submit
to your EOPS
Counselor by Friday,
November 2, 2018**

Student Name: _____ ID: _____

INSTRUCTORS:

Please evaluate your student's progress according to the criteria below. We encourage your comments and thank you for your participation. If you have questions or comments, please contact the EOPS/CARE Department at ext. 22123 or 22117 or at eops-car@dvc.edu.

EOPS STUDENT:

Please follow the steps below to complete your Progress Report:

1. During October (for the fall semester) and March (for the spring semester), meet with each of your instructors during office hours to discuss your progress in the class. (Note: It may be advisable to complete your progress report prior to the suggested months depending on the content of the course. In most courses, it is advisable to see your instructor after your first test or exam.)
2. Request each instructor to evaluate your progress in the space provided.
3. Bring the completed progress report form(s) to your next EOPS counseling visit by the stated deadline for an EOPS Counselor to review. Progress reports may also be reviewed with an EOPS Counselor during a drop-in visit (NOTE: Drop-ins do not count as one of your two required EOPS counseling appointments).
4. For online classes, ask your instructor to fill out a pdf version of the progress report found online on our EOPS webpage and scan and email it back to you. Alternatively, you may submit email correspondence from your instructor, and attach that correspondence to the progress report form.
5. For late-start classes, the semester deadline may not fit with the timing of the course. Please speak with your EOPS Assistant for alternatives.

If you have any questions about this process, please stop by the EOPS Office for assistance.
Copies of this progress report are available in the EOPS Office or on our website (www.dvc.edu/eops).

Course: _____ Current grade (if available): _____

	Attendance/ Timeliness	Participation	Assignments	Exams	Quality Of Work	Timeliness Of Work	Language Skills, Reading/Writing
Excellent							
Good							
Average							
Needs Improvement							

Support services recommended: Tutoring Counseling Other: _____
 Return to instructor for progress update on _____

Comments: _____

Instructor Signature: _____

Date: _____