



## **EOPS Progress Report Fall 2018**

**Attention all EOPS students!**  
**Fall 2018 EOPS Progress Reports must be submitted  
and reviewed by an EOPS Counselor by  
Friday, November 2, 2018 to receive credit.**

The Progress Report process is designed for your success. It will help you build relationships with your instructors and address any academic issues you may be having in the semester.

Every semester, you are required to do the following with the Progress Report:

1. Take the Progress Report form to your instructors mid-semester and explain why you need the progress report completed. Please see your instructors during their office hours OR by scheduled appointment.
2. **Bring the completed progress report to review with an EOPS counselor during your next scheduled EOPS counseling visit or EOPS drop-in session no later than Friday, November 2, 2018.** You cannot drop off your completed progress reports in the EOPS Office. The EOPS counselor will review your progress report, give you credit for completing the requirement, and put it in your EOPS file. Credit can only be given by the EOPS Counselor. Do not leave your progress report at the front desk of the Counseling Center as you will not receive credit.

Please note: If you need extra progress reports, they are available in the EOPS Office, Student Services Center, Room 127. Additionally, the progress report can be found online at [www.dvc.edu/eops](http://www.dvc.edu/eops). If you are taking an online course, ask your instructor to download and complete the form and email a scanned copy back to you. It is YOUR responsibility to turn in the completed progress report by the Progress Report deadline, not your instructor.

**Do not forget, EACH semester you are in EOPS you are REQUIRED to fulfill the following EOPS requirements:**

- 1) Complete at least two (2) scheduled counseling visits with an EOPS counselor.
- 2) Complete one (1) EOPS Peer Advisor visit on a drop-in basis in the EOPS office.
- 3) Complete 67% of your units with a 2.0 GPA
- 4) Complete the mid-semester EOPS Progress Report by the stated deadline and review with your EOPS Counselor at one of your two required scheduled counseling visit. Progress reports can also be submitted during an EOPS Drop-In session.

We wish you a wonderful and successful semester!

*-EOPS Office Staff*