

EOPS Progress Reports

Frequently Asked Questions

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 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 also use the progress reports to get a complete picture of the student's academic performance so they can better advise students during their counseling sessions.

When should I complete the progress report?

It is recommended students meet with their instructors to complete progress reports during March (for spring semester) or October (for fall semester). ***Progress reports MUST be reviewed by an EOPS counselors before the established mid-semester deadline.*** Please refer to the EOPS Calendar of Important Dates or an EOPS staff member for the deadline. For short-term/late-start classes, this timing may change. It is best to see your instructor after you complete your first paper or exam.

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.

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 0.5 unit PE 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, ask your instructor to access an online version of the progress report on our website or you may correspond with your instructor via email, and attach that correspondence to the progress report.

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

In order to receive credit for this requirement, completed progress reports must be submitted to an EOPS counselor for review and approval. Be sure to take your EOPS Progress Reports to a scheduled counseling visit before the stated deadline. Your EOPS counselor will review the progress report and check-in with you regarding your classes. Your counselor will give you credit for completing the EOPS Progress Report. If you have already completed both of your required EOPS counseling visits, you may see an EOPS counselor for a drop-in visit to receive credit. It is your responsibility to bring your progress reports to your counselor. You cannot drop off your progress reports in the EOPS Office.