EOPS STUDENT PROGRESS REPORT

STUDENT'S NAME:_____
(Print)LAST **(Print) FIRST**

CSID NUMBER:_____

STUDENT: Before taking this form to your instructors, please complete the shaded area for all classes taken this semester. Each instructor then completes the portion of the form that applies to his or her class. *If you have an on-line class, get an e-mail from your Instructor and attach it to your Progress Report. If you have a short-term class, you are to submit a second Progress Report for that class the second week of that class.* **You** are responsible for the return of this form to the EOPS office.

INSTRUCTOR: Please assist our program by informing us how this student is doing in your course. Complete the section that applies to your class. Comments are encouraged. You may use the back.
Spring 2015 Semester EOPS Student Progress Report due on **March 27, 2015**

Subject	Crs No.	Course Title	units	Above Avg.	Avg	Below Avg.	Need Tutor	No Basis to Evaluate	Instructor's Signature

Instructor's comments are encouraged:

----------**FOR EOPS STAFF ONLY**----------

Academic Intervention Required (Circle One) YES NO

Below 12 Units:_____
Below 2.0 GPA:_____
Tutor Encouraged:_____
Other:_____

Met with Counselor_____ Fulfilled Academic Intervention Plan:_____ Counselor Signature: _____

SAN DIEGO MESA COLLEGE
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)
7250 MESA COLLEGE DRIVE I4-309
(619)388-2706
EOPS PROGRESS REPORT

Dear EOPS Student:

On The back of this letter is the EOPS PROGRESS REPORT for **Spring 2015.**
It is due back to the EOPS Office by **March 27, 2015.** The Progress Report is a way for your Counselor to monitor how well you are doing in your classes and the areas that you might need assistance.

As was mentioned at the EOPS Intake Session, the completion and the return of this form is an important requirement. It is as important as the other EOPS program requirements of which are detailed in your Mutual Responsibility Contract.

Have your Instructor complete the Progress Report before the deadline indicated and submit to the EOPS Office. By that time, your Instructor should have some idea on how you are progressing in the class. If you have an on-line class, get an e-mail from your Instructor and attach it to your Progress Report. If you have a short-term class you are to submit a second Progress Report for that class the second week of class. Progress Reports should be submitted fully completed with comments from **ALL** your Instructors for that term. Incomplete Progress Reports will not be accepted. Progress Reports are available at the EOPS Front Counter. If you encounter any problems, be sure to contact the EOPS Office at least one week before the form is due. There will be no exceptions made if the Progress Report is late.

If your Instructor checks that you need a Tutor, you are below average in their class(es), and /or you are experiencing some difficulty in their class(es), then you should make an appointment to see an EOPS Counselor immediately upon turning in your progress report.

Not returning your Progress Report and/or not making a required appointment to see an EOPS Counselor by the deadline date will affect your priority enrollment and your eligibility for a possible EOPS Grant.

The deadline to return the Progress Report is **March 27, 2015.** If you are not clear on how to complete this Progress Report, an EOPS staff person will be able to help you. If you are having difficulty with your Instructors in completing their portions, be sure to contact an EOPS Counselor as soon as possible, do not wait until the last day. The EOPS Office will not accept an incomplete progress report. We wish you great success this semester.

Sincerely,

Mesa College EOPS Counselors
619-388-2706