

**College of Alameda
Extended Opportunity Program & Services (E.O.P.S)
CARE/CalWORKs**

<i>ACADEMIC PROGRESS REPORT, Spring 2017</i>
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First Name: _____ Last Name: _____ # Units attempted: _____

Student ID#: _____ EOPS Counselor: _____ Date: _____

Student: Please take this form to each instructor for feedback on your progress to date. Return the completed report to an EOPS counselor or staff member for reviewing by **Friday, March 24, 2017**.

Instructors: The student above participates in College of Alameda’s EOPS/CARE/CalWORKs program. Please assist our program with retention and persistence efforts by completing the Academic Progress Report Form, commenting on the student’s work at this time. With your assistance we can provide additional support services to improve the student’s academic success. Thank you for your prompt attention and cooperation.

Faculty Review

Course	Units	Grade to Date	Number of absences	Need Tutoring?	Comments	Instructor’s signature	Date of signature

Date Logged: _____

EOPS Counselor Signature: _____

Review Date: _____

To be filed: Yes

Progress Reports are due Friday, March 24, 2017

What is an EOPS academic progress report?

- The EOPS progress report is a form you bring to your instructors to complete so you may find out how you are doing in your classes so far.
- The progress report lets you see if you are on track in the class, or if you need additional help and attention to finish the course successfully.
- You must hand in the completed form to the EOPS office by Friday, March 24, 2017.

Where do I get a progress report?

- You may pick up the progress report form at the EOPS office or you may download it from the College of Alameda EOPS website at alameda.peralta.edu/eops-care.

What if I haven't had any tests or quizzes in the class?

- If your instructor indicated that they cannot provide a letter grade evaluation of your progress, ask them to provide a letter grade assessment based on your attendance and class participation.

What about online classes?

- Email your instructor and ask them to email you the grade you are receiving in the class so far. Then print the email and attach it to the progress report
- If the course has a webpage where you can look up your grade in the course so far, you may also print a copy of that page and attach it to the progress report.

What if I'm not doing well in my classes?

- If one of your instructors indicates you are not earning a passing grade so far, you must see your counselor, not a peer advisor, as soon as possible.
- Your counselor will provide resources and help you strategize on how to improve your performance in the course.

If I am doing well in my classes, do I still need to hand in a progress report?

- Yes, all EOPS students are responsible for handing in a progress report.

What happens if I do not hand in an academic progress report?

- Handing in an academic progress report is one of the responsibilities that you agreed to when you joined EOPS and signed the Mutual Responsibility Contract.

Failure to return a completed academic progress report will place you out of compliance and will have an effect on your Fall 2017 book grant.