

EOPS PROGRESS REPORT

NOTE: Please follow instructions on reverse side of this form

Dear Professor,

Thank you for helping our student attain a better understanding of their progress in your class. This information will be used in an academic counseling session to help them be more successful with their program at Saddleback.

NAME _____ I.D.# _____ DUE DATE: _____

TERM: **FALL** _____ **SPRING** _____ **SUMMER** _____

	CLASS	PROGRESS GRADE	COMMENTS <i>(Please offer suggestions for improvement of substandard grades)</i>	INSTRUCTOR'S SIGNATURE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Dear student,

Remember to be considerate of your professor's time by making an appointment to review your grade or sending an e-mail to find out an appropriate time to request a progress grade.

STUDENT SIGNATURE _____ DATE _____

(As a student in the EOPS/CARE program, I fully authorize the sharing of information between my professors, my counselors, and the staff of the EOPS/CARE office at Saddleback College.)

COUNSELOR'S SIGNATURE _____ DATE _____

RECEIVED BY _____ DATE _____

IMPORTANT! PLEASE READ CAREFULLY!!

To receive contact credit:

- Progress reports must be submitted to your instructors *after* midterms or a major test has been taken to better monitor the progress of your overall class grade.
- Progress reports must be signed and submitted in person by the student. (Satisfactory progress reports submitted on the same day as a counseling appt will not be counted as contact credit).
- Grades and instructors' signatures must be provided for **all** courses which you are enrolled in. (See below for online classes)
- If you have a substandard grade you must schedule a counseling appointment and submit your progress report to an EOPS counselor.

Online Classes:

- If you have an online class you may print out and attach the grade section from Blackboard.
- Email instructor for comments regarding your progress in the class, print out response from the instructor and attach.

8 Week Classes:

- If you have a 2nd 8-week class that just started, list the class on the front of this form and put the start date. You must submit a **new** form for your 2nd 8-week class mid-way through the class to receive credit for your progress report.

EOPS Office Hours:

Monday – Thursday.....8:00 a.m. – 4:30 p.m.

Wednesday.....8:00 a.m. – 7:00 p.m.

Friday.....8:00 a.m. – 12:00 p.m.

If you have any questions, please call (949)582-4620 or stop by the office SSC 126.