

Dear EOP&S/CARE Student,

We hope your semester is off to a great start! The spring 2017 EOP&S Progress Reports, also known as your second contact, will begin soon. As a reminder, the State Chancellor's Office and Title 5 Regulations require that EOP&S monitors the progress of all its students. The progress report is a tool that can help you successfully complete your courses. To assist you in successfully fulfilling this requirement, it is very important that you read this email thoroughly. The staff at EOP&S/CARE look forward to reviewing your progress report with you.

In order to best serve you, we require you to schedule your appointment during a specific week according to the first letter of your last name. Please make note of the week in which your progress report must be submitted and get grades or progress information, along with signatures from **all instructors** prior to your scheduled appointment. See the box below regarding the week when you must schedule your appointment to submit your **completed** progress report.

Last Name Initial	Assigned Week
A - G	March 27-31
H - O	April 3-7
P - Z	April 10-14

Attached is the EOP&S Progress Report form. Print it out at home or you can also pick up a copy from our office. Follow the directions on the form, but also pay close attention to the policies listed here:

Policy Regarding "No Shows" and "Rescheduling"

The progress report appointment is ten minutes in length and can be rescheduled only once if missed. If you are more than five minutes late to your appointment, it will be considered a "no show". **Please note: You will only be able to reschedule a progress report appointment during the week you are assigned. No exceptions.** After the second "no show," the contact will be considered a "missed contact."

Policy Regarding Missing Grade Information

At your appointment, if any grade or progress information along with instructor's signature is missing from your progress report, it will be considered incomplete and not accepted. **Therefore, it is very important you get all of your instructors' grades and/or feedback on your progress report the week prior to your scheduled return appointment.**

Policy Regarding Forging or Falsifying Instructor Feedback

It is important that your progress report be accurate and thorough. Falsifying instructor signatures will result in your dismissal from EOP&S/CARE.

Questions and Answers

Here are some answers to frequently asked questions. This information can assist you in successfully completing your progress report this semester.

Q: What if my instructor says he or she doesn't have a grade to give me at this time?

A: Your instructor can simply write "N/A" for not available in the grade box but he or she should still comment on your attendance or participation, answer the question about tutoring, and provide any other comments he or she wishes to provide.

Q: I have online classes. How do I get a grade from my instructor(s)?

A: If your instructor uses and posts grades in Blackboard, you can print out the grade from there or you can email your instructor and ask him or her to provide feedback via email. When the instructor responds, simply print out the email response and attach it to your progress report form.

Q: One of my instructors has been absent, and I am unable to get feedback on how I am doing in that class. What do I do?

A: We recommend that you email your instructor as soon as possible to see if he or she can provide feedback on your progress via email. **We strongly urge you to not email your instructor the night before or the morning of your return appointment.** Print out the response from your instructor and return it with your progress report. If your instructor does not reply, print out the email you sent to the instructor and bring that email to your appointment. Remember, a progress report that is missing grades and/or instructor feedback will be considered incomplete and will not be accepted.

Q: I have a class that starts in April. Am I required to get a grade for that class?

A: Yes, staff will note that you have a "late start" class in your file, and will schedule you to come in again during the 12th week of the semester with instructor feedback and grades for the late start class.

Q: When is a good time for me to get feedback from my instructors?

A: We highly recommend that you visit with your instructor during his or her office hours. We highly discourage you from asking your instructors to fill out the progress report form before or after class.

Q: My instructor asked me to leave my progress report with him, and I can get it from him next week. Is this ok?

A: We advise against this since you must submit the progress report as assigned; therefore leaving it with your instructor may affect your ability to do so.

Q: Can I submit a copy of my completed CalWORKs Progress Report or my Athletics Progress Report to EOP&S?

A: Yes, we will accept completed progress reports from other programs you participate in as long as the grades are current, and dates and signatures are close to or within the week you are assigned to submit your progress report for EOP&S.

Q: I am earning a "D" in one of my classes. Will this disqualify me from EOP&S?

A: No. EOP&S does not use the progress report or second contact to dismiss you from the program. Instead, we use it as a tool to help you get back on track to succeed. Do not hesitate to submit your progress report if you are struggling in a class. Allow us this opportunity to help you turn that "D" into a "B," or even an "A!"

Q: What if I forget to turn in my progress report?

A: It will be counted as a "missed contact." If you miss one of your three EOP&S required contacts, your book services will be reduced next semester possibly by \$200, if not more. If you miss two or more contacts, you will be likely dismissed from the program.

Q: I missed my appointment to return my progress report. Can I reschedule?

A: You can reschedule your appointment once, but only during the same week you are assigned to submit your progress report. If you miss it a second time, it will be considered a "missed contact."

**Extended Opportunity Programs & Services
Academic Progress Report Form**

Spring 2017



Instructions for the Student:

- 1) List all your courses that are currently in progress in the **gray column**. List any "late start" classes, which begin in April, in the designated box below.
- 2) Visit or call the EOP&S office at 626-914-8555 to schedule your appointment to submit your completed EOP&S Progress Report. Your 10 minute "progress report return" appointment must be scheduled and completed during your assigned week according to the first letter of your last name:

Last Name Initial	Assigned Week
A - G	March 27-31
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- 3) The week before your assigned week, take this form to each of your instructors to get feedback on your progress to date. All instructor signatures, grades or comments must be obtained prior to submitting this form to the EOP&S office at your scheduled appointment. **Incomplete progress reports will not be accepted, nor will you be allowed to schedule a follow-up appointment.** You will not be dismissed from EOP&S if you do not turn in this form. **You will be dismissed if you forge any instructor signatures.**

Instructions for Faculty: This student participates in Citrus College's EOP&S Program. Please assist our program with retention and persistence efforts by providing feedback on this student's academic performance in your class at this time. With your assistance we can provide additional support services to help improve upon the student's academic success. **Please complete all of the white columns. If no grade is available for this student at this time, please indicate "N/A" but provide feedback for all other columns.** Thank you for your prompt attention and cooperation.

Student Name _____

Student ID Number _____

List Courses Here	Grade to Date	Attendance (Satisfactory/Unsatisfactory)	Does this student need tutoring?	Comments	Instructor's signature	Date of signature

List any "late start" classes here:

For EOP&S Staff Use Only:

Date Returned _____ Staff Initials _____

Counselor Follow-Up Required: Yes No

For Counselor Use Only:

Intervention Plan: _____

Counselor Initials _____ Date _____