

# EOPS/CARE PROGRESS REPORT SHEET & STUDENT CHECKLIST

## PROGRESS REPORT SHEET

Each semester, EOPS students are asked to complete a Progress Report Sheet so that their academic progress can be monitored, and appropriate actions can be recommended for students not performing at the minimum required level (“C” or better).

To complete their obligation, EOPS students must tear off the bottom portion of this form and have the instructor of each class they’re enrolled in indicate the grade the student has earned in the class as of the date the form is being completed. Once all instructors have marked a grade on it, the student is required to submit the completed and signed sheet to a counselor or peer advisor when they attend their second contact of the semester.

For students enrolled in online classes, a printout of the online grade book or of an email from the instructor of the online class(es) indicating a grade will be sufficient. Lab classes taken in conjunction with lecture classes, P.E. classes, and other non-graded class sections don’t require a grade being entered on the sheet.

## STUDENT CHECKLIST

The back of this form contains a checklist that EOPS students should use to keep track of their progress towards completion of their Mutual Responsibility Contract (MRC) requirements. These MRC requirements, and the other requirements listed on the back of this form, determine a student’s eligibility for future program services and benefits.

Students not completing the requirements listed on the back of this form may miss out on certain program benefits and face penalties ranging from receiving reduced future book awards/cash grants to being placed on EOPS probation or being dismissed from the program.

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## **EOPS PROGRESS REPORT SHEET**

**Fall 2009**

Name (please print) \_\_\_\_\_ SID # \_\_\_\_\_

**INSTRUCTOR:** Please indicate the grade this student is receiving as of today’s date **(More space on back)**

Date	Course Name #	Units	Grade	Comments	Instructor’s Signature

I certify the above information to be complete and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

