

## EOPS/CARE PROGRESS REPORT SHEET

As part of their Mutual Responsibility Contract (MRC) obligations, EOPS/CARE students are required to have completed by their instructors a Progress Report Sheet each semester so that their academic progress can be monitored and appropriate actions can be recommended for students not performing at the minimum required grade level (“C” or better).

To complete their obligation, 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 either to an EOPS/CARE counselor or peer advisor when they attend their second contact of the semester, or to an EOPS/CARE staff person/program assistant.

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 and any non-graded class sections don’t require a grade being entered on the sheet.

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**EOPS PROGRESS REPORT SHEET** Semester \_\_\_\_\_ Year \_\_\_\_\_

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

*INSTRUCTOR:* Please indicate the grade this student is receiving as of today’s date

| Date | Course Name # | Units | Grade | Comments | Instructor’s Signature |
|------|---------------|-------|-------|----------|------------------------|
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I certify the above information to be complete and correct.

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