

Progress Reports

What is a Progress Report?

The EOPS Progress Report is a tool to help students facilitate a conversation/check-in with professors about their academic standing.

The progress report provides feedback for students on how they are doing in their classes and lets them know where they may need additional support.

Where can I get a Progress Report form?

- Visit the EOPS office to pick up a progress report form
- EOPS will email students a PDF version about one week prior to the due date
- Progress reports are due by the 8th week of class, or the 4th week for 8-week classes

When do I submit my Progress Report?

Submit progress reports to the EOPS Office by mid-semester term.

How to I submit my Progress Report?

Ways to submit a Progress Report

1. Submit a screen shot of your grades from your Canvas Dashboard and email it to cityeops@sdccd.edu. Please include your first & last name and student ID in the body of the email.
2. Complete the EOPS Progress Report form available on the EOPS website, in the EOPS office, or emailed to students:
 - Fill in NAME, CSID #, and COURSE TITLE & NUMBER.
 - Present or email form to each instructor
 - Ask instructor to complete it and return it to you signed
 - Return completed form to the EOPS Office (A-354) or email it to cityeops@sdccd.edu.

What if my classes are online?

Contact your instructor(s) through Canvas or e-mail to obtain their feedback on how you are doing in their class. Cut/paste their response(s) into the online progress report. If your instructor does not respond, please cut/paste your Canvas or e-mail inquiry to your instructor. Below is a sample message you can use to email your instructor:

Dear Professor:

My name is (your name) and my student ID is (your student ID). I am a student in the EOPS program and enrolled in (class title and number). I would like to receive feedback on how I am doing in your class. Any comments or recommendations you have on how I can improve my grade in your class would be helpful.

Thank you for your time. Please respond at your earliest convenience. EOPS Progress Reports are due to the EOPS office by March 24 2023.

*Sincerely,
(your name)*