

Progress Reports

What is a Progress Report?

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

By completing a progress report, students receive feedback about their classes and get a sense of how they are doing, as well as identify areas where they may need additional support.

Where can I get a Progress Report form?

- [Click here](#) to access the 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 March 22nd due date

When do I submit my Progress Report?

Progress reports should be submitted to the EOPS Office by mid-semester term.

How do I submit my Progress Report?

Ways to submit a Progress Report

1. Students can submit a screen shot of their grades from their Canvas Dashboard and email it to cityeops@sdccd.edu. Please include student name & student ID in the body of the email.
2. Using the EOPS Progress Report (PR) 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 the PR form to each instructor; ask him/her to complete & sign. Return completed forms to A-354 or forward 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 at the EOPS office by Friday, March 22, 2024.

Sincerely, (your name)