

MID-TERM PROGRESS REPORTS

FOR ONLINE CLASSES

When you receive an e-mail notification from EOPS to engage in communication with your professors to complete a Mid-Term Progress Report (MTPR), please read all instructions thoroughly.

ON-LINE CLASSES

Take the time to compose an e-mail to each of your professors asking them to complete a Mid-Term Progress Report for you. This should be done immediately after your receive notification from the EOPS Office or at least three weeks before the deadline. Once your professor replies, print your professor's e-mail response and bring it with you to your scheduled EOPS MTPR appointment.

For your convenience you may use the e-mail template below.

For the subject line use "EOPS Progress Report"

Hello Professor (name of your professor),

This is (your first and last name and student ID number) from your on-line class (type your class, catalog number, and section number. Example: MATH 64 (1234))

I am an EOPS Program student and need to meet with an EOPS Counselor to discuss my academic progress this semester. I would appreciate if you could complete a mid-term progress report for me.

The deadline to meet with an EOPS counselor and discuss my progress is (insert deadline). I am aware you have a busy schedule, so I wanted to give you a few weeks to complete the form. You can reply directly to me with the information requested on the report.

Thank you for your time!

Warm regards,

(your first name, last name)

Online Class – EOPS Mid-Term Progress Report

Attendance:

Tentative Grade:

Recommendations: