March 4, 2014

Dear Faculty Member:

As a strategy for an EOPS student to be academically successful, the Extended Opportunity Program and Services (EOPS) require each EOPS student to confer with the faculty about their academic standing, according to Title 5 Education Code. Students submitting their EOPS Student Academic Progress Reports to their instructors will allow them to learn first-hand about their academic status in your class. If your observation demonstrates the student needs improvement, any suggestions that you may offer to help improve their standing would be appreciated. Similarly, this will enable the EOPS counselors’ a benchmark when advising the EOPS student with their academic planning for future classes. To facilitate this process, the EOPS Program recommends each EOPS students to meet with you during your scheduled office hours.

As such, in order for us to better serve the students in our program, we ask your cooperation in setting aside some time to meet with EOPS students who are enrolled in your class. During the time allotted with your student, we ask that the EOPS Academic Student Progress Report Form on the reverse side of this letter be completed by you. The student is required to return the completed form to the EOPS Program as stated on their EOPS Mutual Responsibility Contract.

If you have any questions, please call me directly at ext. 4446. The EOPS Program would like to thank you in advance for all your assistance during the EOPS Academic Student Progress Reports time period.

Sincerely,

Cynthia Simon
EOPS/CARE Coordinator

(See reverse side of this letter)