



October 6, 2020

Dear Faculty Member:

As a strategy for EOPS students to be academically successful, the Extended Opportunity Programs and Services (EOPS) require each EOPS student to confer with the faculty about their academic standing, according to the Title 5 Regulations.

Students submitting their EOPS Academic Progress Reports (APR) to their instructors will allow them to learn first-hand about their academic status in your class. This will also create an opportunity for the student to engage in a conversation with their professors. If your observation demonstrates the student needs improvement, any suggestions that you may offer to help improve their standing will be appreciated. Similarly, this will provide the EOPS counselors with a benchmark when advising the EOPS student with their academic planning for future classes.

As such, for us to better serve the students in our program, we ask for your cooperation in setting aside some time to provide an Academic Progress Report for EOPS students enrolled in your course. Our students have been instructed to reach out to you directly to make this request, and will provide you with a [link to submit your report](#).

Progress reports submitted by faculty are due by **October 26, 2020**. If you have any questions, please contact me by phone at 714-241-6211 or by email at mle@coastline.edu. On behalf of our entire EOPS team, we would like to thank you in advance for all your support and assistance.

Sincerely,

Mai Le
Director of EOPS, CARE, NextUp and CalWORKs