

**MASSACHUSETTS DIVISION OF PROFESSIONAL LICENSURE
OFFICE OF PRIVATE OCCUPATIONAL SCHOOL EDUCATION
POLICY REGARDING PROGRESS REPORTS**

Effective June 21, 2017

Policy: Pursuant to 230 CMR 15.01(10), a licensed private occupational school “must provide students with appropriate reports of progress at least once during each Course with durations of 15 hours or more” and must do so “by the time 50 percent of the Course has been completed.”

Purpose: To provide guidance to Schools regarding what constitutes an acceptable progress report.

Overview

Progress reports are a vital part of a student’s education because it allows that student to know his/her advancement in a particular course. Specifically, a progress report should contain sufficient information for a student to know what s/he has learned and how such learning has been evaluated by the instructor. The goal of this regulation is to ensure such information is being conveyed to students and that all students are being treated the same. To assist schools in meeting this requirement, the Division of Professional Licensure is providing some guidance and parameters for progress reports.

Criteria

1. Learning/Comprehension

A progress report should contain sufficient information for a student to understand what s/he would have been expected to learn at this point in the course. The progress report should be tailored to each student; it should not be a blanket progress report for the entire class. For the purposes of this section, it is sufficient for the progress report to reference the syllabus for the course when describing what the student has been expected to learn.

The following are examples for a progress report given at the end of week 6 for a 12-week course:

- A. When all material has been covered: “The course has covered all material detailed in weeks 1-6 of the syllabus”;
- B. When only some of the material has been covered: “The course has covered all material detailed in weeks 1-5 of the syllabus. Because additional time was necessary to cover material in weeks 2 & 3, we are a week behind with respect to the syllabus. Therefore, the remainder of the course will cover weeks 6-12.”

2. Evaluating Learning/Comprehension

A progress report should contain sufficient information for a student to understand how his/her learning/comprehension has been evaluated by the instructor. Such evaluation may include, for example, exam scores, or other types of grading (essays, papers, etc.); skill

assessment; and/or, attendance, if it is part of a student's evaluation. If a student has not yet been evaluated by the time fifty percent of the course has been completed, a progress report must still be provided to the student with the other two criteria listed here.

The following are examples of progress reports given at the end of week 6 for a 12-week course in which two quizzes and one exam are administered:

- A. "Student A has the following grades: 90/100 for Quiz 1; 85/100 for Quiz 2; and 96/100 for Exam One."
- B. "Student A has the following grades: 0 for Quiz 1 (missed the day of the quiz and has failed to re-take it); 70/100 for Quiz 2; and 60/100 for Exam One."

The following are examples of progress reports given at the end of week 6 for a 12-week course in which skills were assessed by the instructor as either "Pass" or "Fail":

- A. "Student A has been assessed in the following areas:
 - a. "Identified Blower in HVAC Unit – Pass"
 - b. "Identified Dryer in HVAC Unit – Pass"
 - c. "Identified the Draft Inducer in HVAC Unit – Pass"
- B. "Student A has been assessed in the following areas:
 - a. "Identified Blower in HVAC Unit – Fail"
 - b. "Identified Dryer in HVAC Unit – Fail"
 - c. "Identified the Draft Inducer in HVAC Unit – Pass"

A. HYPOTHETICALS

Question #1

Ten students are enrolled in a Medical Terminology program. As part of this program, these students are currently enrolled in a six week anatomy & physiology course. During the first three weeks, the students learn about Subjects A, B, and C and are evaluated through two quizzes, one exam, and a five-page paper. The course mandates that students only be allowed to miss two days of class. What should a progress report look like for students in this class and when must it be given?

Answer #1

The progress report must be provided no later than the end of week three. If provided at this point, then the report should include the results of the two quizzes, the one exam, and the five-page paper. It should also include how many absences the students have, if any.

Example #1

"The course has covered Subjects A, B, and C as detailed in the syllabus. Student A has the following grades: 90/100 for Quiz 1; 85/100 for Quiz 2; 96/100 for Exam One; and 77/100 for Paper One. Student A has missed one day of class."

Question #2

Ten students are enrolled in a fifteen-hour course over three, five-hour days. Students are only evaluated at the end of the course through one exam. Is a progress report required, when should it be given, and what should it contain?

Answer #2

Yes, a progress report must be given. However, because the course is only fifteen hours long, lasts only three days, and only has one exam that is administered at the fifteenth hour, a progress report given halfway through the course will not look the same as one given halfway through a twelve-week course that has grades for each student. Instead, the school is strongly encouraged to provide each student with a check-in report that details what has already been covered in the course. This may also serve as a helpful marker for schools to allow students an opportunity to ask questions, or to quell concerns students may have about falling behind.

Example #2

“The course has covered Subjects A, B, and C during the first day-and-a-half.”

B. FREQUENTLY ASKED QUESTIONS

Question #1

Do all progress reports need to be kept in the student’s file?

Answer #1

Yes. Per 230 CMR 15.03(1)(b)(iii), progress reports must be kept for at least seven years after the student’s graduation or separation from the school. Therefore, when a school hands out a progress report to students it should also make a copy for the student’s file. These files must be available to DPL upon inspection.

Question #2

If grades and attendance are available to the student online, are progress reports still required?

Answer #2

Yes, at least one written progress report is still required for all courses fifteen hours or longer in length, even if grades and attendance are available online. Since these reports need to be kept in the student’s file, then the school needs documentation to demonstrate that the student was provided the required report.