

Directions for Completing Academic Progress Report 17 AY 2025-26

Before You Begin

Ensure you have access to the following:

- Your program PLOAP (available on the ROAR SharePoint site)
- Last year's Progress Report 16 (in the Progress Report Archive folder)
- Relevant student learning outcomes data

STEP 1 →

Access the Report

Progress Report 17 link was sent via email; the report will be submitted via a [SharePoint form](#).

- To complete your report, you must submit the SharePoint form.

STEP 2 →

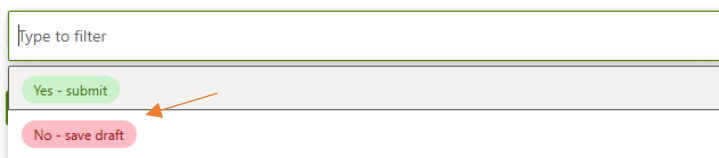
Saving Your Progress

If you need to pause and return later:

- Complete the required questions (1, 2, 3, and 4)
- Scroll to question 25 and select "No - save draft"
- Click "Submit" to receive an email with a link to edit your report later

☑ Part IV. Submission. Is this your final version? *

25. Select Yes to submit the form or No to save a draft.



STEP 3 →

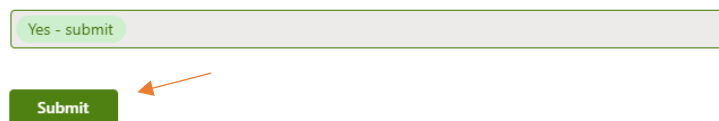
Submitting the Report

When you are ready to submit your final report:

- Complete all questions
- At question 25, select "Yes - submit"
- Click the "Submit" button to complete your submission and receive an email with a link to your report

☑ Part IV. Submission. Is this your final version? *

25. Select Yes to submit the form or No to save a draft.



Submitting Multiple Reports

- Start and save a draft for each report before beginning another report

Questions? Contact a team member in The Office of EEA:

- [Leah Bradley](#)
- [Kate Scahill](#)
- [Kielynn Banker](#)