

WORK-IN PROGRESS REPORT

Check One: _____FALL _____SPRING _____SUMMER

INSTRUCTOR INFORMATION: The student below is either on or applying for financial aid. In order to continue or determine her/his eligibility, it would be appreciated if you (1) provide a letter grade and (2) sign the Work-In Progress Report. Thank you for your assistance

Student's Name

Student ID Number

Units	Course	Descriptive Title	Grade	Instructor's Signature	Comments

STUDENT INFORMATION: Should your Work-In Progress indicate any "D" or "F" grades, it is recommended that you consider taking the following steps:

1. Meet with your instructor to discuss any academic concerns about your class grade and/or steps to resolve and improve class performance.
2. Seek a tutor for subjects you are having trouble with.
3. Schedule an appointment with your counselor for academic advisement.

It is your responsibility to seek assistance and/or tutoring if you are not able to meet SAP.

By signing this form, I certify that all the information reported on it is true and accurate. I also understand that my financial aid eligibility will be determined with this Work-In Progress form. I further understand that the financial aid office may call an instructor to verify any grade and/or signature.

Student's Signature

Date