



Veterans First Program

Work-In-Progress (WIP) Report

Student's Name: _____

Student ID #: _____

Instructor Information: The student requesting this grade update is part of the Veterans First Program (VFP) and we would like to assist the student with his/her success in the classroom. This report assists the VFP in providing the services necessary to support the student's educational goals.

1. Please enter a letter grade or pass/no pass
2. Sign the Work-In-Progress Report

DUE DATE: _____

Must be turned into Veterans Counselor/Coordinator completed by due date in order to remove hold

Course	Descriptive Title	Units	Grade	Instructor's Signature

Total Units: _____

Student Information: Should your Work-In-Progress (WIP) Report indicate "D" or "F" grades, it is recommended that you consider the following steps:

Meet with your instructor to discuss any academic concerns about your class grades and/or steps to resolve and improve class performance.

Seek a tutor for subjects you are having trouble with.

Attend an "Understanding Your Probation Status" and/or a "Student Success" workshop.

This is to confirm that the grade(s) and signature(s) above are true and accurate. I further understand that the VFP Office may call an instructor to verify any grade and/or signature.

Student's Signature: _____

Date: ____/____/____

<u>VRC STAFF</u>	<u>VRC Office Use Only</u>	<u>VRC Counselor/Coordinator</u>
Term: Year: _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ Received on: ____/____/____	 <input type="checkbox"/> Placed in Scan Boxd	Reviewed by: _____ Date: ____/____/____