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:**_____/_____/_____

VRC STAFF	VRC Office Use Only	Veterans Counselor
Term: Year: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____ Received on: _____/_____/_____		Reviewed by: _____ Date: _____/_____/_____ ☐ Placed in Scan Boxd