



# Financial Aid Office Work-in-Progress Report

Student's Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

**Instructor Information:** This student is on financial aid. In order to determine continued eligibility, it would be appreciated if you (1) provide a **letter** grade and (2) sign the Work-in-Progress sheet.

Thank you for your assistance:

Course	Descriptive Title	Units	Grade	Instructor's Signature	Phone Ext.

Total Units: \_\_\_\_\_

**Student Information:** Should your work-in-progress indicate "D" or "F" grades, it is recommended that you consider the following steps:

1. Meet with your instructor to discuss any academic concerns about your class grades 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.

This is to confirm that the grade(s) and signature(s) above are true and accurate. Second, I understand that 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Financial Aid Office use only

Term:            Year: \_\_\_\_\_

Fall            \_\_\_\_\_

Spring        \_\_\_\_\_

Summer       \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_