



# Veterans Resource Center

## Work-In-Progress (WIP) Report

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

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

**Instructor Information:** The student requesting this grade update is part of the VETS program and we would like to assist the student with his/her success in the classroom. This report assists the Veterans Resource Center 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

Course	Descriptive Title	Units	Grade	Instructor's Signature

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

**Instructor Comments:** Should your Work-In-Progress (WIP) Report indicate "D" or "F" grades, please indicate areas of concern/suggestions for improvement (attendance, tutoring, low test scores, missing assignments, etc.):

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

Student's Signature: \_\_\_\_\_

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

### VRC Office Use Only

Term:            Year: \_\_\_\_\_

Fall            \_\_\_\_\_

Spring        \_\_\_\_\_

Summer      \_\_\_\_\_

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

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

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

In PS     Scanned