



Cerritos College Education That Works!



Work-In-Progress (WIP) Report

Student's Name: _____

Student ID: _____

Fall 2020 WIP Forms are Due the Week of:
October 12 to October 16, 2020

Instructor: In order to determine continued *Enrollment Priority*, it would be appreciated if you could please (1) provide a tentative **letter grade or PASS/No PASS**, at this point in time, and (2) **sign** the Work-In-Progress report. We understand this grade is subject to change during the course of the semester. If you have any questions or concerns, please feel free to contact Blanca P. Gamez via phone (562)860-2451 ext. 2377 or email: bgamez@cerritos.edu Thank you for your assistance.

Term: Fall _____ Spring _____ Summer _____

Course Name	Units	Grade	Print Instructor's Name	Instructor's Signature	E-Mail/ Ext
Total Units					

Student: Should your WIP Report indicate a "D", "F" or a "NO PASS" grade it is **required** that you make an appointment to meet with a Department Counselor to discuss your options.

Online Classes: If you are taking online classes, you may print out your grades posted on Canvas (if they are up to date) and attach to this form. You can also email this form to your professors for them to sign, save and send back to you. Once form is completed please email completed form to Blanca P. Gamez (bgamez@cerritos.edu)

If you complete the suggested steps indicated above, during the time allotted, you become eligible for an incentive. For more information, please contact the Department Program Facilitator, Blanca P. Gamez via email at bgamez@cerritos.edu.

This is to confirm that the above information and signatures are true and accurate to the best of my knowledge. I understand that eligibility will be determined with this Work-In-Progress (WIP) form and that the department may call/email an instructor to verify any grade and/or signature.

Student's Signature: _____

Date: ____/____/____

OFFICE USE ONLY

Term: _____

Satisfactory

Unsatisfactory

Counselor Appt.: _____

Counselor: _____

Received by: _____

Date: ____/____/____

Recorded on: P.S SARS CM Enrollment Eligibility

Cont. Student Form Gas Card # _____ EAP ML

(In order received)

Cerritos Community College District

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