

Work-In-Progress (WIP) Report
 Due at 2nd Appointment (02/21/22 - 04/08/22)

Student's Name: _____ **Student ID #:** _____

Student Information: Due to the ongoing COVID-19 crisis, temporary modifications have been made to the Work-In-Progress (WIP) Report process. We are requesting that students Self-Report their current grades for each course and uploading a screenshot of their Canvas Dashboard Grades. Requesting this grade update is part of the EOPS/CARE/LINC program to assist students with his/her success in the classroom. This report assists EOPS/CARE/LINC in providing the services necessary to support the student's educational goals.

Student Completion & Submission Instructions:

1. **Download and SAVE** this form to your computer
2. Fill in the grid below; for each class you are enrolled, **self-report your grades** by entering course#, class title, units and grade.
3. Electronically sign the Work-In-Progress Report and save the file.
4. **Upload Work-In-Progress Report to:** <https://bit.ly/SP22WIPFORM>
5. In the link submission form, include/upload a screenshot of your "Canvas Dashboard" reflecting your grades (this is your documentation of your grades, in lieu of getting a signature from your professors).

Course #	Class title	Instructor	Units	Grade

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

- Contact 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: <https://bit.ly/EOPSTUTORING>
- Visit the Student Success Center: <https://www.cerritos.edu/sc/>
- Schedule an appointment with your counselor

By signing this form, I am confirming that the grade(s) and signature(s) above are true and accurate. I further understand that the EOPS/CARE/LINC Office may contact an instructor to verify any grades.

Student's Signature: _____ **Date:** _____