



Educational Partnerships & Programs (EPP)

Cerritos Complete

Work in Progress (WIP) Report:
Due September 28th to EPP Office



Student Information/Directions: Meet with your instructors to complete this form and submit the completed form to the EPP Office. For online courses, send an email to the instructor requesting your grade and attach the instructor’s email response with your grade and comments to this Work-In-Progress (WIP) Report.

To remain eligible for Cerritos Complete, you must receive a 2.0 G.P.A. and receive a “C” or better in your Math and English classes in the Fall and Spring semester. If you do not meet the requirements, you are at risk of losing your Cerritos College free tuition.

Name: _____ **ID #:** _____ **Email:** _____ **Phone:** _____

If your WIP Report lists “C-” or “D” or “F” grades, the Counseling department will be notified of your potential probation status. If your grades are lower than C-, make sure to follow the steps below in order to stay eligible for Cerritos Complete.

- Meet with your instructor to discuss your class grades and steps to improve your class performance.
- Receive tutoring in the Student Success Center. **Contact: (562) 653-7891.**
- Schedule an appointment with a counselor for academic advisement. **Contact: (562) 467-5231.**

By signing this form, I confirm that the grade(s) and signature(s) below are true and accurate. I understand that the EPP Office may contact my instructors to verify any grade and/or signature.

Student Signature: _____ **Date:** _____

Instructor Information/Directions: The student requesting this grade update is part of the Cerritos Complete program. In order to determine continued eligibility, please (1) provide a letter grade, (2) provide comments on back page, and (3) sign the WIP report.

Course Name	Grade	Instructor Name	Instructor Signature	Instructor Contact	Comments
					Write on reverse
					Write on reverse
					Write on reverse
					Write on reverse
					Write on reverse

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Instructor Comments:

Course Name	Instructor Name	Comments

Students must return the completed WIP form:

The Office of Educational Partnerships & Programs (EPP)

Multi-Purpose Building – Room MP 100 A-F

(562) 860-2451 Ext. 2212

http://cms.cerritos.edu/epp/k-16_bridge.htm

Educational Partnerships and Programs Office Use Only:

Term / Year: Fall _____

Received on: _____ Received by: _____ Approved/Denied: _____