



Los Angeles Harbor College
Financial Aid & Scholarships
 Phone: (310) 233-4320 Fax: (310) 233-4681
 Email: lahcsff@lahc.edu

Work-in-Progress (WIP) Report

WIP should be submitted beginning the 9th week (midterm) of instruction.

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 report.

Thank you for your assistance:

Course Name	Units	Grade	Print Instructor's Name	Instructor's Signature	E-MAIL/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: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____
Received on: ____/____/____	Reviewed by: _____
	Date: ____/____/____