



Work in Progress (WIP)

As part of your probation agreement, you are required to meet with each instructor(s) to collect your mid-semester/term grade. After you meet with your instructor(s), you are required to meet with a retention specialist in the Counseling Department on a walk-in appointment to submit your WIP form. For students enrolled in online courses, go to your Canvas account and print from your "Grade" option.

Name _____ H _____
Student ID # _____

Student Signature _____ Semester/Year _____

Instructors: Probationary students are required to get a mid-semester/term grade(s) as part of their contract.

			Mid-Semester/Term Grade						
			A	B	C	D	F	P	NP
Course _____									
Attend class regularly?	Yes	No	Do you recommend Tutorial Services?				Yes	No	
Comments:									
Instructor Signature _____					Date _____				

			Mid-Semester/Term Grade						
			A	B	C	D	F	P	NP
Course _____									
Attend class regularly?	Yes	No	Do you recommend Tutorial Services?				Yes	No	
Comments:									
Instructor Signature _____					Date _____				

			Mid-Semester/Term Grade						
			A	B	C	D	F	P	NP
Course _____									
Attend class regularly?	Yes	No	Do you recommend Tutorial Services?				Yes	No	
Comments:									
Instructor Signature _____					Date _____				

RETENTION SPECIALIST USE ONLY:

Notes:

Received by: _____ Date _____
Retention Specialist Signature