

COLLEGE OF THE CANYONS

Admissions & Records

REQUEST FOR WORK IN PROGRESS

Semester/Term _____ Year _____

Student Name _____ Today's Date _____
Last First Middle

Birthdate _____ ID Number _____

TO THE INSTRUCTOR:

The student named above has requested that his/her grade(s) to date be made available. Please enter class code, course ID, units and grade to date in the appropriate columns and sign as soon as possible.

Jasmine Ruys
 Director, Admissions & Records

CLASS CODE	COURSE ID	UNITS	GRADE TO DATE	INSTRUCTOR SIGNATURE

TO THE STUDENT

It is your responsibility to see that this form is filled out by each of your instructors. It is also your responsibility to mail or return this form to the office or institution requesting this information.

STUDENT SIGNATURE: _____

How this form is handled once a student turns it in at COC

1. The student fills out the form completely and turns it in to an A&R staff member.
2. This form will be attached to a Repeat Petition or is turned in as a work in progress from another college.
3. If this form is turned in with the Repeat petition, please see the repeat petition instructions.
4. If this form is turned in as a work in progress from another college, it should be filed in the "work in progress" folder at the front counter.

How this form is handled once a student turns it in at CCC

1. The student fills out the form completely and turns it in to an A&R staff member.
2. This form will be attached to a Repeat Petition or is turned in as a work in progress from another college.
3. If this form is turned in with the Repeat petition, please see the repeat petition instructions.
4. If this form is turned in as a work in progress from another college, it should be document imaged and mailed to COC.