

ACADEMIC PROGRESS FORM

REMINDERS/INSTRUCTIONS

One of the criteria for continuing participation in the Work Study Program is that participants are required to pass all coursework listed on their respective application/schedules with a C or Pass. Therefore, the Academic Progress form is required as you will list your coursework and the grades that were earned.

This form must be submitted prior to the submission of subsequent application packets. We cannot approve a subsequent application until this documentation has been submitted. However, if you plan to submit a subsequent application request 30 before the start of your next class but **if you are unable to obtain your final grade(s), do not wait to submit the Academic Progress form or the application request.** Your application will be accepted and reviewed if final grades are not available but you must follow the instructions listed below. However, the final decision will not be made until the final grade has been received. If an approval is required before the final grades are received, your participation in the program will be automatically dismissed if you failed any courses. You will then have to use your own leave time to complete the remaining coursework time.

GO TO ACADEMIC PROGRESS FORM

Academic Progress Form

ADDITIONAL DOCUMENTATION REQUIRED

1. Copy of the official grade transcript
2. Letter from facility verifying internship/clinical completion on their company letterhead with signature
3. Copies of all remaining timesheets or reports for session completed

FINAL GRADES NOT AVAILABLE

1. Letter from supervisor stating when the final grades will become available
2. Copy of current grade status (average)
3. Letter from facility verifying internship/clinical status on their company letterhead with signature
4. Copies of outstanding timesheets or reports
5. You must submit the official final grade(s) once they have been submitted