

Application for In Progress Grade

(Please submit a separate form for each request)

To request a grade of 'IP' for a course, the student completes Part I and submits the form to his or her instructor. If the instructor agrees to allow a grade of In Progress, he or she then specifies the conditions for completing necessary coursework in Part II, returning a copy to the student and submitting the original to the Registrar's Office.

PART I

Name _____ Student Id# _____

Course ID _____ Course Name _____ Term _____

Reason for In Progress (Attach supporting documents, if necessary)

Student's Signature _____ Date _____

PART II

Incomplete Assignment(s)

Date by which student will complete above assignment(s) _____

Date by which instructor will file updated final grade for the student _____

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

Review/Approval

This request is: Approved: _____ Disapproved: _____

Comment: _____

Registrar's Signature _____ Date _____

Registrar's Office Processing:
Copies Sent to:
(Revised 6/2015)

Initials: _____
Advisor: _____
Instructor: _____

Date: _____
Student: _____

Final Course Grade

Grade _____ Instructor's Signature _____ Date _____