

# In-Progress Grade Contract



(Please type or print legibly in ink)

ID# \_\_\_\_\_ Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone # \_\_\_\_\_

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## Administrative Procedure

At the end of any semester, an instructor may assign a grade of "IP" if extenuating circumstances have prevented the student from completing all course requirements. An "IP" grade is appropriate ONLY in situations where the student has completed at least 75 percent of the course requirements, based on the professional judgment of the instructor. The instructor shall make a professional judgment, on a case-by-case basis, concerning the efficacy of assigning an "IP" grade.

If a grade of "IP" is assigned, the instructor will make a written contract with the student, list work to be completed, and provide a specific date for completion of the course work. The instructor will file the contract with the Records Office.

If the remaining course requirements are not completed by the end of the next spring or fall semester and a final grade has not been assigned by the instructor, the Records Office will automatically change the "IP" grade to an "F". However, if the contract on file in the Records Office has a later completion date, that contract date is the final deadline for changing an "IP" to an "F." The in-progress grade contract cannot be extended beyond the original date without permission of the dean.

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## To Be Completed by Instructor:

1. In-Progress Grade for \_\_\_\_\_ for the \_\_\_\_\_ 20\_\_\_\_\_  
CRN Subject Course Sem./Term

2. Reason for giving an In-Progress Grade \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. To complete course requirements, student must \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The required date to complete requirements is: (cannot extend beyond next major semester)  
\_\_\_\_\_

5. \_\_\_\_\_  
Student signature Instructor signature

\_\_\_\_\_ Date Telephone #