



Office of the Registrar

UNDERGRADUATE APPLICATION FOR IP GRADE

Enforced IP Policy:

- An "IP" may be awarded if a serious reason prevented the completion of course requirements.
The deficiency must be removed within six months or the grade will convert to an "F."
The "IP" grade is not computed in the grade point average. However receiving an "IP" will prevent the student from consideration for the Dean's List.
"IP" grades must be initiated by the student and approved by the instructor.

Print or Type Information Requested

Student's Name/ID: First Middle or Maiden Last Social Security Number

Address/Phone: Street Address City State Zip Phone

PART I: PETITION FOR AN "IP" GRADE (Completed by the Student)

Semester: Year:

Course Identification: CRN Department Number Section

Course Title:

Reason for Requesting "IP":

PART II: WORK REQUIRED TO COMPLETE COURSE (Completed by the Instructor)

The following work must be completed for the course:

All work must be completed by (within six months): Month/Day/Year

PART III: SIGNATURES TO TERMS OF AGREEMENT (Signed by Student and Instructor)

Student's Signature Date Instructor's Signature Date

Note: This signed application must be submitted to the Registrar's Office prior to printing the final grade roster (two weeks prior to final week). Upon completion of course work, the Instructor submits a "Change of Grade" form to the Registrar's Office.

Office Use Only

Date Received in the Registrar's Office Comments: