Petition to Receive
In Progress (IP) Grade

IP Grades are reserved only for UG Internships, student teaching (EDUC/ELEM/SECD/SPED 595), Professional Project courses (EDUC 635/EDUC 640), and courses that extend beyond the semester end date, such as field courses.

1. Name: ___________________________ Date Submitted: ____________
   Student ID: ___________________________ CRN (required): ____________

2. Course Subj & No.: _____________ Credits _____________ Sem/Yr: _____________
   Course Title: ___________________________ Instructor: __________________

3. **Completed by Instructor**
   1. Identify assignments remaining to be completed and due dates for each assignment:

   ________________________________________________________________ Due Date: ________________

   ________________________________________________________________ Due Date: ________________

   ________________________________________________________________ Due Date: ________________

   2. Registrar will default the final grade to ________ if the in-progress grade is not deleted by ________________, 20_______. If a date is not specified, the grade will default six weeks after the first day of the following semester.

   3. When the in progress grade is resolved, you must submit an Incomplete Conversion form to the Office of the Registrar to update the student’s academic history.

   ________________________________________________________________
   Instructor (please print)

   ________________________________________________________________
   Instructor’s Signature

I read the above sections, and understand and agree to their terms.

_________________________________________ Date: ___________________________
*Student Signature

*If not able to obtain student signature, please send the student an email informing them of their In Progress grade and default date. **Please attach a copy of the email to this form.**

_________________________________________ Date Received: ____________________
Registrar

This form should be returned to the Registrar’s Office
Updated: 2/12/16