1. The "IP" Grade is to be assigned to a student when the instructor agrees that the student requires more than one semester to complete the course. Normally, "IP" grades may only be assigned for thesis and for field study courses, such as internships, co-operative experiences, practicum, student teaching, or portfolio, action research and independent research projects.

2. An "IP" Grade should not be given when a student’s work is outstanding because of the student’s negligence or because a student desires additional time to improve performance on one or more assignments.

3. In cases of negligence, it is the professor’s responsibility to determine what effect the uncompleted work shall have on the student’s grade.

4. If "IP" Grade 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.

A. Student information

(i) Student Name: __________________________ Student ID: __________________________

B. To be completed by the instructor

(i) Course to receive “IP” Grade:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

(ii) Reason for giving “IP” Grade

(iii) Work to be completed for final grade assignment:

(iv) Final grade at the end of contract period:

For completed work

For in-complete work

Upon the end of the contract period, the Registrar’s office will enter the final grade as stipulated in this contract.

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

Student Signature __________________________ Date ____________

Instructor Signature __________________________ Date ____________