

IN PROGRESS "IP" GRADE CONTRACT

(Contract MUST be submitted to the Registrar's Office)

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:

Term	Course Code	Course Title	Credits

(ii) Reason for giving "IP" Grade _____

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

(ii) Deadline for completing course work: _____

(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.

Student Signature

Date

Instructor Signature

Date