



## Request for Extension of “In Progress” (IP grade)

To be used by graduate students when additional time is needed to complete coursework such as internships, practicums, portfolios, etc. beyond the two terms allowable per academic policy. Students should submit form to course instructor for approval at least one week prior to the end of the term to allow time for Registrar’s Office processing.

Policy: In-Progress (IP) grades shall be given when work is not completed by the end of the term for the following academic work: independent studies, internships, practicums, portfolios, theses and dissertations. An IP may be continued for a maximum of two terms when the student requests an extension and the approved form is submitted to the Registrar’s Office prior to the end of the first term. If the requirements for removal of the IP grade are not completed by the end of these two terms, a grade of NP will be posted automatically. Exceptions may be made for dissertations, which may continue without penalty. Any student desiring reinstatement to the course after an NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course.

Student Name (please print) \_\_\_\_\_ ID# \_\_\_\_\_

Subject \_\_\_\_\_ Course # \_\_\_\_\_ Section # \_\_\_\_\_ Title \_\_\_\_\_

Term Taken \_\_\_\_\_ Instructor \_\_\_\_\_

Justification for extension \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not approved

Instructor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not approved

Dean’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar’s Office Use

IP extension date \_\_\_\_\_ Staff initials \_\_\_\_\_ Date entered \_\_\_\_\_