



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, and so forth 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 second term to allow time for full processing.

Academic Policy Overview: 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, professional projects, and clinical courses. An IP may be continued for a maximum of two terms. 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. 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 _____