

# REQUEST FOR IN-PROGRESS (IP) GRADE

OFFICE of the REGISTRAR • 828-350-4500

Academic Success Center, 011 Ramsey Library

The following in-progress (IP) grade policy is currently in effect:

An instructor may give an in-progress (IP) grade to a student enrolled in a specially designated research course if the research is not completed by the end of the semester. Course descriptions indicate if an IP grade may be given for a course. Once the IP grade is assigned, the student and instructor must maintain periodic contact to ensure progress is being made toward completion of the outstanding work. Every effort should be made by the student to complete In-Progress work within one year of the date the IP grade is originally assigned. If the student is unable to complete the work within one year, he or she must submit a written request to the instructor for an extension. If the instructor agrees to the request for an extension, the instructor should submit a written request for a one-year extension to the Office of the Registrar. All work must be completed within three years. Following completion of the course, the instructor must file a Change of Grade form with the Office of the Registrar indicating the final grade. Students cannot graduate with an outstanding IP on their record.

I, \_\_\_\_\_ am requesting an in-progress grade in \_\_\_\_\_  
(Name of Student) (Course Number and CRN)

taken in \_\_\_\_\_ with \_\_\_\_\_  
(Semester and Year) (Name of Instructor)

for the following reasons:

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\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(UNCA ID Number)

## **To Be Completed By Instructor**

This student is continuing to work on the course indicated above, and I am requesting an in-progress grade (IP) be recorded for the course and term specified. I understand the default date is one year from the date of this request. If more time is needed past this default deadline, I will notify the Office of the Registrar in writing that an extension is needed and the default date will be extended for an additional year. If the office of the Registrar does not receive from me a request for an extension, or if the Office of the Registrar does not receive a grade change form from me within a week after the default date, they are to record the permanent grade of \_\_\_\_\_. (If no grade is entered here, an F or U will be recorded for the course).

The student must submit the following work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternate Default Date \_\_\_\_\_ (if the work should be completed prior to the one year default deadline).

\_\_\_\_\_  
(Signature of Instructor) (Date)