

The Graduate School
1501 W. Bradley Ave.
Peoria, IL 61625



Phone: (309) 677-2375
Fax: (309) 677-3343
Email: bugrad2@bradley.edu
Web site: www.bradley.edu/grad

Contract for Grade of Incomplete ("IN") or In Progress ("IP")

At the time the "IP" or "IN" is assigned, the student, instructor, Graduate Coordinator, and Dean of The Graduate School must sign this contract specifying what must be done to remove the "IP" or "IN" and the date by which the "IP" or "IN" must be removed. The original contract must be sent to The Graduate School. Following Graduate Dean approval, copies of the contract will be sent to the student, instructor, Graduate Coordinator, and Registrar. **The instructor should provide the following information. Please type or print clearly.**

Student's Name: _____ Phone: _____ BU ID: _____

Mailing Address: _____

Instructor's Name: _____

Course: _____

Department	Number	Section	Title	Credit Hours
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Semester/Term Enrolled: _____ Academic Year Enrolled: _____ Today's Date: _____

The grade of "IN" is an allowable grade for graduate courses. "IN" is the symbol used when the instructor lacks sufficient evidence to award a letter grade. The "IN" should not be mistakenly considered as an incentive for the faculty to recommend or for students to believe that this extension permits students to merely retake courses, or to extend the time for the completion of the prescribed work beyond the end of the semester of enrollment, as the means of removing the incomplete. An "IN" must be converted no later than four weeks before the end of the next regular semester. If the instructor does not submit a letter grade by the end of the specified deadline, the "I" (or the default grade mentioned below) will remain permanently upon the student's record and may not be thereafter removed. Under unusual circumstances, the student may be granted an extension to the end of the semester with the approval of the instructor, Graduate Coordinator, and Dean of The Graduate School, provided the request was received prior to the normal deadline for the removal of Incompletes.

The "IN" is to be removed by _____ In the event that the "IN" in the course is not removed by the above date, your permanent grade should be recorded as _____ on that date.

The grade of "IP" is to be assigned to a student in a graduate course when the instructor agrees that the student requires more than one semester to complete the course. Normally, "IP" grades will only be assigned for thesis courses, or other courses involving extensive projects involving research/creative production, or independent study courses. If the "IP" is not removed by the specified date, it will be recorded as a permanent "I" (or the default grade mentioned below). Once a permanent "I" is recorded for a course needed to fulfill degree requirements, the student will have to register for the course again and satisfactorily complete the course requirements.

The "IP" is to be removed by _____ In the event that the "IP" in the course is not removed by the above date, your permanent grade should be recorded as _____ on that date.

PLEASE ATTACH A SEPARATE SHEET (OR USE THE BACK OF THIS FORM) DETAILING THE WORK TO BE COMPLETED FOR THE "IN" OR "IP" TO BE REMOVED.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Graduate Coordinator's Signature: _____ Date: _____

Graduate School Dean's Signature: _____ Date: _____