Enforced IP Policy:

- An “IP” may be awarded if the student’s achievement in the course has been satisfactory, but for some good reason certain prescribed work is incomplete or the student is unable to take the final exam.
- The deficiency must be removed within one year or the grade will convert to an “F.”
- The “IP” grade is not computed in the grade point average. However receiving an “IP” will prevent the student from consideration for any honor.

Print or Type Information Requested

Student Name/ID: ____________________________________________
                       First          Middle or Maiden         Last          Student ID Number

UIW Email: ________________________________ Have you applied to graduate? ______________________

PART I: PETITION FOR AN “IP” GRADE (Completed by the Student)

Semester: __________________________ Year: ______________
Course Identification: ________________ CRN ______________
Course Title: __________________________

Reason for Requesting “IP”: ____________________________________________________________

PART II: WORK REQUIRED TO COMPLETE COURSE (Completed by the Instructor)

The following work must be completed: ________________________________________________

Instructor must attach the following to the IP request form for their dean’s review: all course grades earned by the student, current course outline, exams student may have missed, grading scale for papers/projects/assignments needed to complete. All work must be completed by (within six months): ______________ Month/Day/Year

PART III: SIGNATURES TO TERMS OF AGREEMENT (Signed by Student, Instructor, and Dean)

Student’s Signature __________________________ Date __________________________

Instructor’s Signature __________________________ Date __________________________

Dean’s Signature (Dean of the course) __________________________ Date __________________________

Note: This signed form must be submitted to the Registrar’s Office before final exams begin. The instructor takes the signed form to the dean with support material. The dean will forward completed and signed form to the Registrar’s Office. Upon completion of course work, the instructor submits a “Change of Grade” form to the Registrar’s Office.