BRADLEY University
The Graduate School

1501 W. Bradley Ave., Peoria, IL 61625
(309) 677-2375
bugrad@fsmail.bradley.edu
www.bradley.edu/grad

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

Please check the box: IN ☐ 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: _____ **BU ID:** _____

Instructor's Name: _____

Course: _____ _____ _____ _____ _____
Department **Number** **Section** **Title** **Credit Hours**

Semester / Session Enrolled _____ **Academic Year Enrolled**_____ **Today' Date:** _____

The grade "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 not 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 involved, provided that the request was received prior to the normal deadline for the removal of Incompletes.

In the event that the "IN" in the course is not removed four weeks before the end of the next regular semester, the permanent grade should be recorded as _____.

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, 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, if a student must complete the course 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 Dean's Signature _____ Date _____