



### Contract for In Progress (“IP”) Grade

According to WP catalog policy, an IP is offered only for research or thesis courses, internships, study trips, Independent Study, and summer semester courses.

I, \_\_\_\_\_, \_\_\_\_\_ request an “IP” grade for  
Name ID No.  
\_\_\_\_\_, \_\_\_\_\_  
Course Number Course Title

Semester:  Fall  Spring  Summer \_\_\_\_\_  
Year

My work on this course project requires additional time to complete for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: An IP taken in the fall semester must be completed by the end of the following spring semester; an IP taken in the spring or summer semester must be completed by the end of the following fall semester. If the IP work is not completed within the stated timeframe, the grade will automatically be changed from an “IP” to an “F”.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Received by Registrar \_\_\_\_\_ Date \_\_\_\_\_

### Completion Plan

(To be completed by the course instructor)

In order to meet the requirements for the course specified above, I agree to:

1. Meet regularly with the course instructor for consultation on the project beginning \_\_\_\_\_.  
Date
2. Keep my faculty advisor apprised of my progress on the project.
3. Submit all project requirements to the instructor no later than \_\_\_\_\_.  
Date

Instructor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

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Distribution:  Records  Instructor  Student