

Due date \_\_\_\_\_

Revised 07/08/2011

## Finlandia University

### STUDENT/INSTRUCTOR CONTRACT FOR INCOMPLETE IN PROGRESS (IP) COURSEWORK

NAME \_\_\_\_\_

I.D.# \_\_\_\_\_

COURSE \_\_\_\_\_

(Include prefix number and name of course)

FALL    SPRING    SUMMER 20\_\_\_\_

**TO RESOLVE THE INCOMPLETE IN PROGRESS (IP) GRADE, THE FOLLOWING WORK MUST BE COMPLETED:**

(What must the student do to complete the course?)

**The IP grade must be completed within six calendar months from the end of the semester in which the IP was incurred. IP grades not resolved by that time will be changed to an "F."** IP grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wishes to participate in the spring graduation ceremony.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Academic Advisor Name \_\_\_\_\_

.....  
UPON SUCCESSFUL COMPLETION OF ALL COURSE REQUIREMENTS, THE INSTRUCTOR MUST SUBMIT THE COMPLETED GRADE IN PERSON TO THE REGISTRAR BY EITHER COMPLETING THIS FORM OR FILLING OUT A GRADE CHANGE CARD.

Change the grade of "IP" to \_\_\_\_\_

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

\_\_\_\_\_  
DATE

**INSTRUCTOR**-Please submit the original signed copy to the University Registrar before posting your final grades at the end of the semester. **DO NOT SEND THE FORM WITH A STUDENT.** Keep a copy for your files. Remember to follow-up on the agreement and dates.

Processed \_\_\_\_\_  
DATE

\_\_\_\_\_  
UNIVERSITY REGISTRAR SIGNATURE