

Cheyney University of Pennsylvania
Cheyney Pennsylvania

Report on Incomplete and IP grades (“I, IP”) Grades

(This completed form must be submitted to the Office of the Registrar for “I” or “IP” Grade input. Upon completion of the assignment the “Change of Grade Form” must be processed).

Prepared and submitted by: _____ Date _____
Instructor (Please Print)

Name of Student _____ ID # _____ D.O.B. _____

Address _____ Phone _____

Course Title _____ Course # _____ Section _____ Semester _____ Year _____

A. Rationale for “I”, or “IP” Grade _____

B. Please attach course syllabus and copies of grade and attendance sheets. In addition, what grade has student earned thus far? _____.

C. Please attach missing test(s), examination(s), or give a description of missing assignment(s).

Student’s Signature (Optional)	Date	Instructor’s Signature	Date
Department Chair’s Signature	Date	Dean’s Signature	Date
Registrar’s Office Processor	Date		

Note: An “I” grade will automatically become an “F”, if the assignments for the incomplete grade are not completed within the first seven weeks of the next semester in which the student is enrolled. IP Grades remains until course is completed.

4 - Part Form Distribution: Original = Registrar’s Office for documentation.
 Copies = Student, Department Chairperson, Provost.

(Distribution by the Office of the Registrar)