

# University of the Incarnate Word

## GRADUATE—PROFESSIONAL—Ph.D. APPLICATION FOR IP GRADE

### 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 Department Number Section

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 twelve 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.**

### Office Use Only

\_\_\_\_\_  
Date Received in the Registrar's Office

\_\_\_\_\_  
Comments