Please describe the nature of the course and the circumstances that will require an IP grade for the student(s) in this class. The IP grade is appropriate for courses that will not be completed by the end of the semester in which they were begun. In your description, please select an end date by which the course will finish and the student(s) will have completed their work. In addition, please provide CC with the date by which grades will be sent to the Registrar.

Course ends: |
|
Grades will be submitted to the Registrar:

Given the complex nature of many of these courses, CC would also like details for a contingency plan if unforeseen circumstances make it impossible for the student(s) to complete the originally planned syllabus (due to travel or research obstacles, for instance). Please describe below an alternate plan for the student(s) to complete your course. As part of this alternate plan, please include (1) the date by which you and the student(s) will shift to the contingency plan; (2) the completion date for the revised project; (3) the date by which grades will be sent to the Registrar.

Date by which the course would shift to the contingency plan: |
Revised Course Completion Date: |
Grades with be submitted to the Registrar:

INSTRUCTOR NAME
DEPARTMENT
DATE
COURSE TITLE AND NUMBER

Please contact the Registrar for course number information if it is a new course.

INSTRUCTOR SIGNATURE
DATE

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE
DATE