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 remain 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)