



VANCOUVER ISLAND
UNIVERSITY

Vancouver Island University

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IN PROGRESS GRADE FORM

Name: _____ Student ID #: _____

You have been assigned an "INP" (In Progress) grade in:

| | | |
|--------|---------|----------|
| _____ | _____ | _____ |
| Course | Section | End Date |

An INP grade has been assigned because you have been unable to complete the course requirements in the allotted time and further course work in the form of a re-enrolment in the course is required.

Please note the following regulations regarding the INP grade.

1. You will be required to re-enroll in the course within one year from the end date of the course section noted above.
2. If you have not re-enrolled within one year, the INP grade will be changed to an "F".
3. Withdrawals from the course will be considered non-enrolments.
4. Once you have completed the additional enrollment, the final grade will be assigned to the last enrollment and the original INP grade will remain.

Instructor's Signature

Date

Distribution:

- Original - Student (or to Records Department for mailing with letter)
- 1st Copy - Records Department (for grade input if required, and to create accompanying letter)
- 2nd Copy - Instructor