PURPOSE: (1) REQUEST THE POSTING OF AN IN PROGRESS (IP) GRADE. (2) REQUEST TO CHANGE AN IN PROGRESS (IP) GRADE TO A FINAL GRADE.		ADLER UNIVERSITY IN PROGRESS GRADE (IP) REQUEST AND GRADE CHANGE FORM					INSTRUCTIONS: COMPLETE PART I TO REQUEST AN IN PROGRESS GRADE (IP) BE POSTED. USE THE SAME FORM TO COMPLETE PART II TO CHANGE THE IN PROGRESS GRADE (IP) TO A FINAL GRADE.	
NSTRUCTOR:								
TERM: COURSE SECTION (ex. PSY-600-A):								
PART I >>> COMPLETE THIS PORTION TO REQUEST AN IN PROGRESS GRADE <<<				PART II >>>> COMPLETE THIS PORTION TO CHANGE THE IN PROGRESS GRADE TO A FINAL GRADE <<<				
Student ID	Student Last Name	Student First Name	Last Date of Attendance in Course *(DO NOT LEAVE BLANK)*	Student ID	>>> COMPLETE THIS POI	RTION TO CHANGE THE IN PR	OGRESS GRADE TO A FINAL GR	ADE <<< Date student completed all course requirements *(DO NOT LEAVE BLANK)*
-								
-								

IMPORTANT: THE DEADLINE TO CHANGE IN PROGRESS GRADES IS THE FINAL DATE OF THE SUBSEQUENT COURSE PERIOD.

Instructor Printed Name:

Department Chair/Program Director Approval (grades older than one term) Printed Name:

RETURN FORM VIA YOUR ADLER EMAIL ACCOUNT TO:

• CHICAGO CAMPUS - REGISTRAR@ADLER.EDU

• ONLINE CAMPUS - ONLINEREGISTRAR@ADLER.EDU

Date:

Date: