

Procedure #	AA-108-P4	Revision #	01
Accessibility level	A	Effective date	27 April 2015

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## In Progress (IP) Grade Procedure

### 1. Definitions

- 1.1. **Final exam:** A course exam is held once at the end of the semester.
- 1.2. **In Progress Grade:** A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

### 2. Procedure

- 2.1. After the final exam, the instructor of a course that requires more than one semester to complete, shall fill out and submit the In progress (IP) Grade Approval Form to the Dean of the College for approval.
- 2.2. The Dean of the College forwards the approved for to the Director of Admission and Registration for implementation by entering "IP" course grade in the student's academic record.
- 2.3. The File Officer keeps the form in the student's file.
- 2.4. After the student passes the course, the mark is amended to the student.

### 3. Related Documents

- 3.1. In progress (IP) Grade Approval Form (AA-108-F3)