



Imperial Valley College
Academic Services

IN PROGRESS FORM

INSTRUCTIONS

Per title 5, section 55023, the “IP” (in progress) symbol may be used only for courses which extend beyond the normal end of the academic term. It indicates that coursework is “in progress” and that assignment of an evaluative symbol (grade) must await its completion. This IP symbol will apply to all students enrolled in the section and will not be used for calculating GPAs. To use this symbol, impacted student must receive clear communication about when coursework may reasonably be continued and completed. The division dean needs to be included in any plans for facility use or costs related to the completion of coursework.

Faculty Name _____
Please Print

Course Number and Title _____
Example: ENGL 101 Reading & Composition

Class Section/CRN _____
Example: 10994

Expected date of course completion: _____

Semester and Year Fall _____ Winter _____ Spring _____ Summer _____

Yes I will need facility usage to complete this course.

Yes There will be additional costs for me to complete this course.

Date of Form _____

Faculty Signature _____

Dean Signature _____

Route to Admissions & Records