

**UNIVERSITY OF SOUTHERN CALIFORNIA
SCHOOL OF SOCIAL WORK**

MEMORANDUM

TO: Elizabeth Pringle-Hornsby, Assistant Dean for Student Affairs

FROM: _____ **(Instructor)**

SUBJECT: NOTICE OF INCOMPLETE, IP, OR MISSING GRADE

In accordance with University policy, an **IN** _____, **IP** _____ or **MG** _____ has
(Please select one)
been submitted in lieu of a final grade for _____ **(Student)**, for

(course number & title) **(semester)**

The agreement for removal of the IN, IP or Missing Grade is specified as follows:

1. **The student's grade in the course to date:** _____.
2. **The work remaining to be completed:** _____
(A copy of the examination or assignment(s) must be attached).
3. **The weight to be assigned to the work remaining to be completed:** _____
4. **FINAL ASSIGNMENT DUE DATE:** _____

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NOTE: This contract terminates on the due date indicated for the final assignment. Failure to meet any of the terms of this contract regarding the content and due dates of final assignments could result in a failing grade for the course. Any changes in this agreement must be negotiated by the student with the instructor prior to the termination date.

In addition, if the course noted above is a prerequisite for a Spring semester course, the specific permission of the instructor will be required for a student to enroll in the subsequent course. Student enrollment in the Fall semester of a new academic year will be withheld until all outstanding work has been completed.

Student

Date

Instructor

Date