

In-Progress Contract

For work extending past the end of a quarter

Student Name _____

Student ID or Social Security Number _____

Degree Program _____

Date _____

Title of Learning Activity _____

Course Prefix and Number _____ Setting: Class Internship Independent Study

Original Learning Quarter _____ Credits _____

This in-progress contract is for one quarter only.

If the work for the above contract is not completed by the end of the contracted quarter, you must file a second signed in-progress contract or risk being assigned a permanent incomplete. When you have submitted your work, you may ask that your evaluator call the Registrar's Office to authorize a change from "IP" (in-progress) to "EA" (evaluator assessment pending).

You have up to three quarters to complete a learning activity. You must complete and submit an in-progress form for each quarter.

- ❶ First quarter — registered quarter
- ❷ Second quarter — first in-progress
- ❸ Third quarter — second in-progress

Adviser's Name _____

Evaluator's Name _____

I will complete and submit my coursework to the evaluator no later than _____
Date

Student Signature _____

Date _____

I will submit my evaluation of the student's learning activity to the Registrar's Office by the end of the contract quarter.

Evaluator Signature _____

Date _____

You may submit this form in person, by mail or by fax.

Registrar's Office • 2326 Sixth Ave. • Seattle, WA 98121-1814 • fax: (206) 268-4242

