

## ISSUANCE of GRADES of RESEARCH IN PROGRESS

**INSTRUCTIONS:** The instructor completes one copy of this form for each grade for R (research in progress) given. The form is submitted to the Registrar when grades are due at the end of the term. Refer to the policy statement on the reverse. This form is used for Research in progress grades.

PRINT

Student

Name: \_\_\_\_\_

Last

First

|\_|\_|\_|\_|\_|\_|\_|

Student ID Number

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Grade

Semester

Recorded: **R** Issued: ☐ Spring 20\_\_\_\_ ☐ Summer 20\_\_\_\_ ☐ Fall 20\_\_\_\_ ☐ Winter 20\_\_\_\_

List the reason(s) for issuing the R grade (attached medical excuse or other documentation if appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Attach a written plan for completion of the course work that must be completed by the student or list the plan here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Circle the final grade to be recorded if the student should not fulfill the course work as specified: (circle one)**

*A B C D F*

Instructor Please Print Name: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students Please Print Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bloomsburg University Policy on R Grades  
(Policy #3522, Effective date: Summer 2011)

**R- Research in progress** — This grade is assigned by the instructor only when a student has been unable to complete a research component of a course because the length of time for the research exceeds the end of the semesters and when a formal plan for completion of the research is filed with the instructor and department chairperson. Provisions for removal of the grade are the same as those for the grade of I.

The instructor will submit the grade of R to the Registrar along with the formal plan for completion of the research and the grade to be assigned to the student if the research is not completed satisfactorily in the time period stipulated. The plan for the student to complete the research shall be drawn up by the instructor with the acquiescence of the student. Unless otherwise stated in the written plan, it is assumed that the work will be completed prior to the end of the next regular semester. When the plan has been completed by the student, the instructor shall recalculate the grade to be assigned for the course and submit this new grade to the registrar according to established procedures.

\*An extension of time may be granted, provided the student makes a request and if circumstances above and beyond the control of the student continue beyond the end of the semester or when new circumstances of this nature occur. If the instructor agrees to an extension of time for removal of the incomplete, the instructor will submit RO #135 Request for Extension of Time for Removal of the Incomplete Grade.