

PROCEDURE TO REQUEST GRADE OF "INCOMPLETE"

The grade of Incomplete or "I" is a non-punitive grade given only during the last one-fourth of a semester or term and only if a student (1) is passing the course; (2) has work that cannot be completed for reasons beyond the control of the student (such as serious illness or injury); and (3) has the permission of the instructor to finish the course at a later date by completing specific requirements that the instructor must identify below. All work in the course must be completed by the deadline noted below (not to exceed one semester after the end of the course).

Section 1 – REQUEST FOR GRADE OF INCOMPLETE TO BE COMPLETED BY STUDENT

Student name: _____ Student ID # _____

Semester: Fall _____ Spring _____ Summer _____ Year: _____

Instructor _____ Course title, prefix & number: _____

Justification for request of grade of Incomplete: _____

Attach appropriate documentation such as medical report.

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Section 2 – ASSIGNMENT OF INCOMPLETE GRADE TO BE COMPLETED BY INSTRUCTOR

I assign the grade of Incomplete to the above-referenced student with the understanding that the coursework listed below must be completed by the deadline noted below to avoid a grade change to "F."

Deadline for completing coursework (date): _____

Signature – Instructor

Date _____

Signature – Student

Date _____

Signature – Department Chair/Program Director

Date _____