

## Grade of Incomplete Documentation

*Academic School or Department* \_\_\_\_\_

### University Policy regarding the Grade of “Incomplete”

A grade of incomplete (“I”) may be granted to a student only during the last one-fourth of the session and only if the student has: (1) satisfactorily participated in the course and (2) justifiable and documented reason for not completing the work on schedule that is beyond the control of the student as deemed appropriate by the instructor of record. The student has one long term to complete the work (e.g., Spring incomplete = end of Fall completion; Summer incomplete = end of Fall completion date; and Fall incomplete = end of Spring completion date; or at the discretion of the instructor), unless the instructor designates an earlier deadline for completion. For undergraduate courses taken Fall 2007 and after, the grade of “I” will revert to a grade of “F” if the work is not completed by the end of the next long term.

An extension for an incomplete to stand beyond one long term may be requested with appropriate justification, documentation, and approval of the instructor. Such an extension should be requested through the Student Academic Appeals Committee for review and a decision. Requests for extensions must be filed prior to the end of the long term in which course work is being completed and may not be made after the grade has been changed.

It is important to note that **a student should not register for the incomplete course again**. The student must arrange with the instructor of record (or program coordinator if instructor is unavailable) to finish the work at a later date utilizing the Grade of Incomplete Documentation form. This form must be filed no later than the last day of finals for a given session/term. The date of completion of remaining coursework should be determined in consultation with the instructor. Upon completion of the work, the instructor will change the grade from a grade of “I” to the grade earned.

Instructors of record for a course cannot assign a grade of Incomplete without the consent of the student via the Grade of Incomplete Documentation form. Students cannot receive a grade of incomplete for a term once grades have posted officially.

**This paperwork must be completed by the student and approved by the instructor no later than the last day of finals for the session/term the course is offered.**

Instructions for Assigning/Removing a Grade of Incomplete:

1. A grade of incomplete may only be assigned if the circumstances regarding the request fall within University policy (see above).
2. Complete this form, “*Grade of Incomplete Documentation*” with a copy to the student, the instructor, the academic unit and the Registrar’s Office. This form is an additional record of the agreement between the student and the instructor and should be kept in the academic unit as part of the grade book record.
3. Upon receipt of this form in the Registrar’s Office, a grade of incomplete will be placed on the student’s record for the course listed. Note that an incomplete grade cannot be issued without the permission of the student and after the grades have been officially posted for that session/term.
4. Upon completion of the required work by the student or, if the student fails to complete the requirements within the specified timeline and the instructor so chooses, the instructor changes the grade of I to the appropriate letter grade using the “*Request for Change of Grade*” form.

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**Section 1 – REQUEST FOR GRADE OF INCOMPLETE:** *To be completed by student*

Student name: Last \_\_\_\_\_ First \_\_\_\_\_ Student ID # \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_ Session: \_\_\_\_\_

Course and section number \_\_\_\_\_.

Instructor \_\_\_\_\_

Specified date for work completion \_\_\_\_\_ (maximum one long term from original assignment of "I")

Justification for request of grade of Incomplete (Explain here or attach statement)

***Attach appropriate documentation to support the justification.***

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Student signature \_\_\_\_\_ Date \_\_\_\_\_

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**Section 2 – ASSIGNING GRADE OF INCOMPLETE:** *To be completed by original instructor*

I assign the grade of Incomplete to the above-referenced student with the understanding that the coursework listed below will be completed within the time specified not to exceed one year as allowed by University policy. Upon completion of the work, the *"Request for Change of Grade"* form must be processed. If the work is not completed within the specified time, as the instructor I have the option to change the grade of "I" to an appropriate letter grade. If the work specified is to repeat the course, the student is required to register for the course a second time. In this case, the original "I" remains on the transcript.

Date incomplete to be fulfilled \_\_\_\_\_

Is this an extension of the incomplete grade beyond one long term. YES \_\_\_\_\_ NO \_\_\_\_\_

Grade earned if the incomplete requirement(s) is (are) not met \_\_\_\_\_.

Tasks and assessments to be completed by the student.

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

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Prog Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Rev: 1-2019

Copies: instructor, student, academic unit, registrar