

INCOMPLETE GRADE POLICY

POLICY:

The grade of **I** (incomplete) may be assigned **only** when a student fails to complete the work of a course because of **illness or some other emergency**. In order to receive a grade of **I**, the student, in consultation with the professor of the course, must complete this form and submit it to the Office of Academic Affairs. The student and professor are required to agree to a due date for the incomplete work and specify that due date on this form. In all cases, if the work recorded as **I** is not completed within 30 days after a student enters his or her next semester (excluding the summer session), the grade automatically becomes **F** (failure). A graduate degree will not be awarded to a student who has an **I** grade on his or her record. **Students on academic probation cannot receive an “incomplete” grade for any course.**

INSTRUCTIONS:

Instructor: complete this form and obtain the student’s signature as their agreement. Make a copy for your records and send the original to the Associate Dean for Academic Affairs. The Associate Dean will review the form, contact you if there are any questions, and send a copy to the student’s advisor. For all courses a grade must be submitted to the Registrar within 45 days of the beginning of the next semester. Incompletes awarded in the spring semester must be converted within 45 days of the beginning of the fall semester.

Student: you must finish all work necessary to complete this course no later than 30 days after the beginning of the next semester, not counting the summer session. Failure to complete the work by the deadline will result in the **I** becoming an **F**.

Name: _____ ID Number: _____

Course: _____ Title: _____ Semester: _____

Instructor’s Signature: _____ Date: _____

Student’s Signature: _____ Date: _____

Reason for Incomplete Grade: _____

Course work remaining to be completed and specific deadline date for completion: _____

Associate Dean for Academic Affairs Signature: _____

Please return this form to the Office of Academic Affairs. Please keep a copy for your records