Incomplete Grade Form

Instructions:

1. This form may be used only at the end of term in which some near-catastrophic event prevented the student from completing that **last small portion** of the course. It is **not** to be used because of a student's inability to attend or for "personal reasons." And it is **not** to be used to avoid assigning a grade of "F." For an alternative to an Incomplete, see the policy concerning Instructor Initiated Withdrawals (IIW). Note that you must provide sufficient information about what is lacking to complete the course so that, if something were to happen to you, your chairperson could work with the student to satisfy the course requirements.

2. One form is used for one course (section) only. For purposes of the policy, a lecture course with a lab co-requisite will require two forms as each portion of the course is considered to be a course in itself.

3. This is a contract with the student, thus the student **must** sign and date it. The fact that the person is in the hospital or is incarcerated does **not** relieve you, the instructor, of the responsibility for getting the signature before attempting to process it. If circumstances make getting the student's signature impossible, contact the Registrars office about how to proceed.

4. **You and the student** are both responsible for clearing the grade on/before the deadline you have mutually agree upon – which cannot be longer than 12 months from the end of the term in which the "I" is given. You should work out a date which is soon enough to allow the student a chance to do the work, but not so long as to cause either you or the student to conveniently forget about it.

_____   _____

Student Name   Student ID

_____   _____

Subject/Course Number   CRN

Please explain the circumstances warranting the Incomplete you are assigning:

_____

_____

Please state exactly what needs to be done for the student to remove this incomplete entry: i.e., chapters 50 through 54, 2 essays (and how weighed), etc.

_____

_____

Attach an additional sheet if necessary

The students grade to date is a _____

Deadline by which the course work must be completed: _____

_____   _____   _____

Instructor Signature   Instructor Email   Date

_____   _____   _____

Student Signature   Student Email   Date

OFFICE OF THE REGISTRAR PROCESSING

Entered in Banner by:

_____   _____

Name   Date