

INCOMPLETE GRADE REQUEST

I am assigning a grade of "Incomplete" to _____
(Student's Name)

in _____ for the _____ due to
(Course Number and Title) (Semester/Year)

The student will have 60 calendar days from the last day of final exams _____
Date of Last Final Exam

to complete the work required in the course. Upon completion of the course, I will notify the Registrar in writing of the grade earned. If the student does not complete the required work within the 60 day time limit, the "I" will be changed to an "F" by the Registrar.

Student Signature Date

Signature of Instructor Date

Approved By:

Division Chair Date

Approved By:

Dean of the College Date

Please outline plans for completing the course:

Incomplete Grade Policy

A grade of "Incomplete" is assigned only in instances where work is not completed because of serious illness, accident, death in the immediate family, etc. Additionally, in English 111 a grade of "IPB" may be assigned based on the proficiency writing exam at the end of the course. The IPB (proficiency based) is treated in all other respects as an "I" grade.

Before an "I" grade can be given, the appropriate form must be completed and approved by the faculty member, the Division Chair, and the Dean of the College. Courses in which a student receives a grade of "I" must be completed within sixty calendar days from the last day of finals exams; otherwise the grade becomes an "F". The responsibility rests with the student to complete the work within the allotted time.

The grade of "I" does not count as credit hours earned and may in some circumstance influence a student's eligibility for financial aid.