

**Policies:**

- Incompletes will only be granted for extenuating circumstances, such as illness, accident, etc. which will prevent the student from completing the course; an incomplete grade cannot be given to avoid a failing grade in the course.
- Appropriate documentation (i.e. medical) must accompany the Incomplete Grade Request.
- Students must have completed at least 75% of the course with a passing grade when requesting an incomplete.
- The student must request an incomplete from the instructor. It is the responsibility of the student to make up incomplete work.
- The instructor must complete the Incomplete Grade Request form and submit to the Registrar’s Office.
- Requests must include a valid reason why the work cannot be completed, a list of assignments to complete, a schedule for when the work will be completed, and the grade to be assigned if the work is not completed.
- Assignments should be completed as soon as possible, preferably within a few weeks.
- An incomplete grade is not part of a student’s GPA, nor is it a passing grade to be considered for academic standing, federal financial aid eligibility, academic eligibility, or other purposes.
- Students cannot move on in a course sequence if a prerequisite has an incomplete grade (i.e. students cannot move on to ENG 11203 with an incomplete in ENG 11103).
- The faculty member, in consultation with the Registrar, can make an exception to the incomplete grade request process if extenuating circumstances warrant such an exception.
- Fee: \$70 An academic Dean or the Registrar can choose to waive the incomplete grade fee.

**INSTRUCTIONS FOR STUDENTS:**

- Bring this form to your instructor.
- Submit one form for each incomplete requested.
- If you are requesting multiple incompletes from one instructor, you may put all the requests for that instructor on one form. Courses taught by a different instructor will require additional forms.

Student name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Course(s) for which the grade of “incomplete” is being requested**

Course Number	Title	Section	Semester	Year
---------------	-------	---------	----------	------

**Please state the reason that the course(s) could not be completed (attach documentation):**

**INSTRUCTIONS FOR FACULTY:**

- Complete this section only. Communicate with your student the work that must be completed, the date by which it must be completed, and the grade the student will receive if it is not completed.
- Keep a copy of this form.
- Submit the form to the Registrar's Office as quickly as possible, preferably within two working days.

Faculty Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**List of assignments that must be finished to remove the incomplete:**

**Grade that student will receive if the above assignments are not completed:** \_\_\_\_\_

*Above assignment must be completed within eight (8) weeks from the end of the term. Otherwise, the "I" automatically converts to the grade of "F."*

**CONFIRMATION OF GRADE CHANGE:**

Payment of fee for the change of an incomplete.

Grade changed

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_