

REQUEST FOR INCOMPLETE GRADE

Form to be completed and retained by student and instructor. Do not submit form to the Registrar's Office.

POLICY: Incomplete grades may be assigned when all of the following conditions are met:

- There are documentable, extenuating circumstances beyond the student's control causing him or her to miss the final examination or other *limited* amount of work at the end of a term.
- The student was actively attending and succeeding in the course prior to the extenuating circumstances at the end of the term.
- No additional class time is required in the following term to make up coursework. *Students receiving an Incomplete grade are not permitted to attend additional class sessions.*

Students must request an Incomplete grade from the instructor before the end of the last class day of the term. An instructor may approve a grade of Incomplete (I) if the above conditions apply. **An incomplete grade must not be used as a substitute for an F when the student's performance in the course is less than satisfactory or is indicative of failing.** An incomplete is only appropriate when the successful completion of the outstanding work missed as a result of the documented occurrence will enable the student to pass the course.

_____ is requesting an Incomplete (I) grade in
(Name of Student)

_____ for the _____ term.
(Course and CRN) (Semester and Year)

Reason(s) for the request:

The following additional work must be completed by the student (*additional class time is not permitted*):

If approved, the (I) grade, along with the default grade and alternate default due date (if before the university deadline), is to be recorded by the instructor on OnePort with other final grades at the end of the term.

By university policy, the default date is four weeks prior to the end of the following term, summer terms not included. If the student does not complete the remaining work, the grade will automatically default to _____ on that date. If the student is to complete the work prior to the university deadline, please indicate the alternate date on which the grade should default. _____

(Signature of Student)

(Student ID Number)

(Date)

(Signature of Instructor)

(Date)

The instructor should give a copy of this form to the student and retain the original for his or her records. The student's grade will automatically default to the grade listed above if a Grade Change form is not submitted to the Office of the Registrar by the default date.