



## Office of Enrollment Services Incomplete Grade Form

**Instructions:** This Incomplete Grade Form is completed, signed and dated by the student and the instructor. The student and instructor both retain copies of the form. The instructor forwards the form to the department chair or direct supervisor. The department chair or direct supervisor signs and dates receipt of the form, retains a copy, and forwards it to Enrollment Services. Enrollment Services retains a copy.

**Student Name** \_\_\_\_\_ **Student ID Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**Course Title** \_\_\_\_\_ **Course Number** \_\_\_\_\_ **CRN** \_\_\_\_\_

**Term Incomplete is being requested for:**      **Fall**                      **Spring**                      **Summer**                      **Year** \_\_\_\_\_

An instructor has the right to submit a temporary grade of "I" (Incomplete) in a grade report at the end of the semester under the conditions outlined in the Academic Regulations section of the University undergraduate and graduate catalogs. A written request for a grade of "I" can be initiated by a student to the instructor, or the instructor can make a written recommendation to a student. The conditions and procedures for issuing a grade of "I" are as follows:

- a) The instructor has determined that the student has satisfactorily completed the major portion of the course requirements.
- b) The instructor has determined that the student is unable to complete the remaining course requirements during the period of the semester due to unanticipated circumstances beyond the control of the student.
- c) The instructor has determined that it is possible for the student to work independently after the end of the semester, or the instructor agrees to meet with the student after the end of the semester, to satisfactorily complete the course requirements in a reasonable amount of time.
- d) Prior to the end of the semester the student and the instructor have fully completed, signed, and dated the Incomplete Grade Form, as issued by the Office of Enrollment Services. The student and the instructor have fully agreed in writing to the reason for granting the incomplete, the remaining work the student must complete to satisfy the course requirements, and the date when the work must be submitted for final evaluation. The instructor and the student both retain copies of the completed, signed, and dated Incomplete Grade Form.
- e) Prior to the end of the semester the instructor has submitted the completed Incomplete Grade Form to their department chair or their direct supervisor, who will keep the record on file. The department chair or direct supervisor has submitted the completed Incomplete Grade Form to the Registrar through Enrollment Services.

A student receiving an "I" grade must complete the remaining work according to the written agreement made with the instructor on the Incomplete Grade Form. The student cannot attend the class during a subsequent semester, as a mechanism to fulfill the required completion plan. If course attendance is critical to completing the course requirements, the student needs to register and retake the course again. A grade of "I" is a temporary grade and does not constitute a passing grade for the course. When a student has fulfilled the agreement, the instructor must evaluate the work and issue a final course grade through the Change of Grade Form, as issued by the Office of Enrollment Services. If no grade has been issued by the instructor after a period of one calendar year following the signed date on the Incomplete Grade Form the "I" grade will be converted to an "F" by the Registrar.

**The Incomplete Grade "I" is granted for the following reason:**

**The student must complete the following course work:**

**The course work must be submitted to the instructor for evaluation by the following date:** \_\_\_\_\_

**Student agreement to the terms above:**

**Student Name** \_\_\_\_\_ **Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor approval to the terms above:**

**Instructor Name** \_\_\_\_\_ **Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department chair or direct supervisor receipt of this form:**

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE OF ENROLLMENT SERVICES USE ONLY:**

Incomplete Grade Form received on: \_\_\_\_\_