

Office of the Registrar

Document to Support a Grade Entry of "Incomplete"

Instructions for completing this form

- 1. It 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, so 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 Registrar's office about how to proceed.
5. 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.

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Student's Name \_\_\_\_\_ Course \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Dept Number, Sect. CRN

Banner ID \_\_\_\_\_

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 weighted), etc. \_\_\_\_\_

Attach an additional sheet if necessary.

The student's grade to date is a \_\_\_\_\_.

Deadline by which the course work must be completed: \_\_\_\_\_.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty e-mail address \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Data entry approved by \_\_\_\_\_ Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_