

INCOMPLETE COURSE WORK

A student whose semester work is incomplete in a minor way, may, upon presentation of reasons satisfactory to his or her instructor, be granted the privilege of completing the work by the end of the 12th week of the next regular semester. If granted this privilege, a grade of "I" will be recorded on the grade sheet. The instructor will file with the Registrar the Incomplete Grade Form which includes the grade to be given if the work is not completed. An "I" will not revert to a "W." Failure on the part of the student to make up the incomplete work within the specified period of time will result in the grade indicated on the plan of work becoming the grade of record. It is the student's responsibility to complete the work within the specified time limits, not the instructor's. In extenuating circumstances, an extension beyond the end of the 12th week of the next regular semester may be obtained by the presentation of a petition by the student, endorsed by the instructor or under unusual circumstances, the Academic Dean and submitted to the office of the Registrar. Students completing their work will have the instructor initiate the appropriate grade change forms.

INCOMPLETE GRADE FORM

STUDENT NAME SOCIAL SECURITY NUMBER

SEMESTER _____ CLASS NUMBER _____

COURSE NAME & NUMBER

The above named student must complete the following work by the end of the 12th week of the next regular semester (Fall or Winter). Do not re-register for this course.

If this work is not completed the "I" should be changed to a grade of _____.
An "I" may not revert to a "W."

Student's Signature (Required)

Instructor's Signature (Required)

NOTE: In the exceptional case where a student is unable to sign the form, the faculty member shall include an explanation note regarding the lack of signature and send a copy of the form to the student.

INSTRUCTOR SHOULD RETURN THIS FORM WITH THE FINAL GRADING POSTING CLASS LIST.