

Student/Course Information:

Student name _____ Student ID # _____

Instructor name _____ Sem/Year of Incomplete _____

Course (prefix, course number, and section if applicable) _____

Rules and Guidelines for Assignment and Removal of Incomplete

- According to the Catalog, an incomplete is given when it is determined that the student should have the opportunity to finish incomplete work. The student has usually completed substantial portions of the course and is in good standing in the course.
- The student initiates the request and the instructor determines the validity of the request.
- Final approval of awarding of an incomplete grade is determined by the Dean of Academic Affairs.
- All incompletes must be removed by the end of the 6th week of the subsequent fall or spring semester. Otherwise, the incomplete will become an F unless a different final grade has been indicated by the instructor below. Depending on the nature of the incomplete, the instructor may designate an earlier date for completion.
- After the last day of the semester, one additional week is allowed for incomplete forms to be submitted. **If an "I" was submitted by the instructor as the final grade but no incomplete form has been submitted by the end of that week, the grade assigned for the student will be changed to an F.**

Assignment of Incomplete

Reason that incomplete is necessary:

Document here the work completed as well as the work which remains to be completed:

Due Date _____

Student signature _____ Date _____

Instructor signature _____ Date _____

**Grade student should receive if the above work is not completed by the due date:* _____

Dean of Academic Affairs signature _____ Date _____

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Removal of Incomplete

Change grade from I to _____

Instructor signature _____ Date _____