

Assignment of Incomplete Grade

Please review requirements for 'I' grade assignments on page 2 of this form.

Section I: To Be Completed By Student

Requests for 'I' grade assignment must be submitted no later than the date grades are due for the semester.

Student Name: _____ EMPLID: _____

Course Information

Subject	Catalog Number	Section Number	Class Number

Reason for request of 'I' grade assignment (attach any appropriate documentation):

Student Signature

Date

Section II: To Be Completed By Instructor

Request for 'I' grade assignment is:

Approved Denied (Reason: _____)

If approved, please specify the work to be completed and its percentage in relation to the total work of the course. Attach any appropriate documentation.

Date by which work must be completed: _____

Instructor Signature

Date

Section III: To Be Completed By Instructor

If an "Authorization for Change of Student Grade" form has not been submitted by the last day of classes for the term following the assignment of the 'I' grade, the following grade should be awarded based upon course work which has been completed at this time.

Change 'I' Grade to _____

Instructor Signature

Date

Requirements for Assigning an 'I' Grade

The assignment of an 'I' grade is to be used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time.

To be eligible to receive an 'I' grade, the student must:

- Have satisfactorily completed more than 60% of the course requirements
- Request faculty member to assign the 'I' grade and indicate why it is warranted. The faculty member has discretion to decide whether the 'I' grade will be awarded.

An 'I' grade should not be assigned if the student is not passing the class at the 60% point of the course. Since the incomplete grade extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

In assigning the 'I' grade, the faculty member must complete documentation that:

- States the reason for assigning the grade
- Specifies the work to be completed and indicates its percentage in relation to the total work of the course
- Specifies the date by which the work must be completed
- Identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed

The student shall be provided a copy of the documentation. In addition, please attach a copy of the documentation to this form for submission to the Office of Enrollment Services.

The deadline for instructors to submit changes of 'I' grades to Enrollment Services for each semester is the last day of classes (not including exams).

An 'I' grade will be changed to a 'W' only under documented mitigating circumstances which must be approved by the Vice President of Academic and Student Services.