**CONDITIONS FOR ISSUING/REMOVAL OF INCOMPLETE GRADE**

*(Please see reverse side for details)*

**TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Section \_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_\_**

**The work you have completed to date in this course and your attendance has been satisfactory.**

**I have awarded you an Incomplete (“I”) grade for the reason stated below:**

**Reason for Awarding Incomplete**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Assignments/Examinations to be Completed**

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**Date (s) Assignment (s) Due or Examination (s) to be Taken**

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 Student’s Signature Date

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 Instructor’s Signature Date

Review Grading System and Regulations Regarding Grades of "I" in the catalog. The student DOES NOT re-enroll in the course to remove the Incomplete. Instructors who award Incompletes are to specify dates and conditions for removal of the Incompletes, inform students in writing, and file a copy of these conditions with the copy of grades submitted to their department heads.

An Incomplete is to be removed not later than the end of the ensuing semester. It is not necessary for a student to be enrolled to remove an Incomplete. Graduating seniors are to remove Incompletes by the date graduation applications are due in major departments. Where the nature of course work justifies the regular awarding. of Incompletes (more than a semester is needed by most students to complete assignments), departments will develop and maintain a listing-of such courses and specify time limits for removal of these Incompletes. In all instances, a final date for completing assignments must be set. This date may be mutually agreed upon by the student and instructor within guidelines of the department.

A conference is to be held with every student who is awarded an Incomplete to inform him/her of conditions for removing the Incomplete. This is to be done at either the end of the semester when the grade is being awarded—or the very beginning of the next semester. The student must be provided with a copy of the conditions and a copy is filed with grades submitted to the departmental office. When conditions of the agreement are not met, the instructor will submit the appropriate grade for the student. It is not necessary to wait until the end of a semester to submit the grade.

A student who is passing a course and absents himself/herself from a final examination, is awarded an "I" but makes no contact with the instructor within a reasonable period following the examination, may be awarded a replacement grade prior to the end of the next semester. Instructors are not expected to award an Incomplete to a student who is failing a course, whose attendance has been unsatisfactory and who does not report for the final examination.

Incompletes awarded at the end of a Fall semester are to be removed by the end of the following Spring semester. Incompletes awarded at the end of a Spring semester are to be removed by the end of the following Fall semester. Incompletes awarded at the end of a summer session are to be removed by the end of the following Fall semester.

After a period of one semester the Records Office will change applicable Incompletes to "F" (no credit)--excepting those for which departments allow more than a semester for removal.

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Division of Academic Affairs