



INCOMPLETE GRADE REQUEST

The Incomplete Grade of "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The

assignment of an "I" requires a written agreement between the instructor and student specifying the time (not to exceed 60 days from the semester in which the incomplete was issued or 180 days for a CAAP extension).

Date _____

Student Name _____

Student ID _____

Semester _____

Session _____

Course Number and Title _____

Instructor: _____

Current Grade _____

To the student: Briefly state the reasons for requesting a grade of Incomplete.

To the instructor: Explain grading process and student requirements yet to be fulfilled in order to complete this course. Please be specific so this course can be completed in the event of the instructor's absence. If grading involves a method of calculation, please include the procedure and attach additional sheets if necessary. The student must be advised of the current level of performance in this course.

List requirements with percentage of grade and method of calculation:

Date of expected completion _____

Note: If a Change of Grade form is not submitted to the Registrar by the expected completion date, the student's grade will automatically lapse to a grade of "F". Unless a specified date is noted by the instructor, standard policy allows the student 60 days from end of semester or 180 days for CAAP exam to complete remaining course requirements.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

For office use only

Date received and initials
Original/Student's academic file

Date processed and initials
Scanned copy to student, instructor, and SAS

Incomplete Grade Request Procedures

1. The student will request a grade of Incomplete from the instructor.
2. If the request meets the allowable conditions listed below, the instructor and student will complete the form.
 - a. At least 75 percent of all course requirements to date are complete.
 - b. Instructors determine student work to date is satisfactory.
 - c. Attendance has been satisfactory.
 - d. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date. Written verification by the medical practitioner is required.
 - e. The Incomplete grade is not based on students' failure to complete work or as a means of raising their grades by doing additional work after the grade report time.
3. The instructor will submit the completed form to the Registrar. This form must be submitted when final grades are due.
4. The Registrar will date and initial submission.
5. The Registrar will update Empower and date and initial form to indicate the Incomplete Grade request was processed provide appropriate documentation on the form.
6. The Registrar will scan the document and email to the student, the instructor, and the Student Achievement Specialist for official notification.
7. The original form will be placed in the student's academic file.
8. If a grade change form is not submitted to the Registrar by the specified date on the incomplete form, the grade will lapse to an "F".