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## **Assignment of Incomplete Grade**

*Please review requirements for 'I' grade assignment on Page 2 of this form*

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### **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's Name: \_\_\_\_\_ ID: \_\_\_\_\_

Course Subject: \_\_\_\_\_ Catalog #: \_\_\_\_\_ Section #: \_\_\_\_\_ Class #: \_\_\_\_\_

Reason for request of 'I' Grade Assignment (attach any appropriate documentation):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **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 the 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: \_\_\_\_\_

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#### **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:

- (1) Have **satisfactorily completed more than 60% of the course requirements** and
- (2) Request that faculty member to assign the 'I' grade and indicate why it is warranted. The faculty member has the 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" 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:

- (1) States the reason for assigning the grade
- (2) Specifies the work to be completed and indicates its percentage in relation to the total work of the course
- (3) Specifies the date by which the work must be completed; and
- (4) Identifies the default (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).**

*'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.*