

STUDENT: _____ Net ID: _____

COURSE # AND NAME: _____

INSTRUCTOR NAME: _____ TERM: _____

Incomplete Policy Conditions:

- A grade of Incomplete ("I") may be given to a student who is unable to fulfill all requirements of a course due to extenuating circumstances, such as serious illness or other justifiable cause. A grade of "I" will not be granted to a student who has been excessively absent during the term or who has failed to complete the work of the course without an exceptionally good reason.
- A grade of "I" is a *temporary* grade. A deadline for completion is established by the instructor, which should not exceed a maximum time limit of one year from the end of the term. (In the event of extenuating circumstances, a deadline extension may be granted at the discretion of the Dean's Office after consultation and with instructor consent.)
- It is the student's responsibility to complete the remaining coursework outlined by the established deadline. All coursework submitted will be evaluated according to the standards previously established for the course on the syllabus.
- During the time the Incomplete is outstanding, the student may not register for a subsequent course for which the course with the Incomplete is a pre-requisite.
- Students who do not complete the necessary coursework by the deadline will receive the grade designated by the instructor. If no grade is designated on this form, a failure is assumed to be the default grade and a grade of "F" will be posted when the deadline has expired and the coursework is not completed satisfactorily.
- When the temporary grade of "I" is replaced, the permanent grade and its related grade points apply to the student's GPA. If the grade earned does not meet applicable graduation standards, the course must be repeated (and tuition assessed) in order to earn credit.
- A student's degree will not be conferred until all Incompletes are cleared.

TO BE SIGNED BY THE STUDENT:

I submit this form as my request to receive a grade of "I." I understand and accept the conditions on this form.

Student Signature

Date signed

TO BE COMPLETED BY THE INSTRUCTOR BEFORE SUBMISSION TO THE DEAN'S OFFICE:

I agree to the student's request for a grade of "I" with the following stipulations:

Pending Coursework:

Deadline (maximum time limit of one year from end of term):

If the above coursework is not completed by the deadline a final grade of _____ shall be assigned.

Faculty Signature

Date signed

NOTE TO FACULTY: Be aware that it is your responsibility to change the grade of "I" to the appropriate grade. The final grade may be submitted on the NEST-Grade Change or with the Registrar's Office. If you have not submitted the final grade within three weeks after the deadline has passed, the Dean's Office of the academic unit offering the course will submit the grade on your behalf.

*****SUBMIT TO THE DEAN'S OFFICE*****