

Incomplete Form



Instructor Information

A. To assign an incomplete grade:

1. Assign the grade earned in eservices (missing or deficient course work should be included in computation);
2. Complete "Course Data" and "Student Data" sections on this form;
3. List remaining requirements under the "Unfinished Work" portion in the "Course Data" section on this form;
4. Student and instructor sign and date form; and
5. Submit this form to the Registrar's Office, Owens Hall 210.

Remember, if an incomplete requires substantial class attendance in a subsequent semester, the student must register to repeat the course and pay tuition/fees.

B. To remove the incomplete grade: Submit grade change electronically in eServices.

C. Incomplete Grading Guidelines (please initial next to each as they are read and understood):

- If a student has stopped attending a class, has not withdrawn and has not contacted the instructor of the course, the appropriate grade is "F." DO NOT USE THE "I" GRADE IN THIS CIRCUMSTANCE: _____ (initials)
- If a student is having difficulty completing requirements for a given course and the withdrawal deadline has not passed, the student should be encouraged to withdraw from the course. DO NOT USE THE "I" GRADE IN THIS CIRCUMSTANCE: _____ (initials)
- DEADLINES: Incompletes must be completed by the end of the next semester, except for incompletes given during spring semester. Spring semester incompletes must be completed by the end of the following fall semester. Incompletes that are not completed according to these deadlines will turn to an "F." _____ (initials)

Instructor signature: _____ Date: _____

Student Data

Student Name: _____

Dragon/STAR ID# _____

Student signature: _____ Date: _____

Course Data

Semester/Year Enrolled in Course: (circle one) FALL SPRING SUMMER / 20 _____

Course ID # _____ Subject & Course # _____

Course Title _____

UNFINISHED WORK (additional sheet may be attached):