

# INCOMPLETE GRADE AUTHORIZATION

## Office of Student Records

(Revised by AAA 04/06)

**Incompletes:** The grade of “I” (Incomplete) may be given to a student whose work in a course is satisfactory, except that some *terminal aspect* of the course requirement has not been completed. The grade of “I” should only be given if the instructor has sufficient reason to believe that failure to complete course requirements was *beyond the student’s control* and that it would be unjust to hold the student to the time limits fixed for completion of the required course work.

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Student ID	Student’s Last Name	First Name	MI
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Course	Credit Hrs.	Title	Semester	Year
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**Reason for Incomplete:** Please explain why “failure to complete the course requirements was beyond the student’s control and that it would be unjust to hold the student to the time limits fixed for completion of the required course work..”

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Summarize the student’s grade record to this point and outline the incomplete assignments. Please attach detailed description of the nature of all missing assignments (e.g., a copy of the final exam).

	Points Earned/ Percentage Earned	Possible points/ Relative Weight	Short Description of Incomplete Assignment. Attach a detailed description of each assignment.
Completed Work**			N/A. Work completed is of passing quality.
Final Assignment	*		
Final Quiz	*		
Final Paper	*		
Final Project	*		
Final Examination	*		
<b>Final Grade</b>	*		

\* To be recorded when the incomplete is removed.

\*\* **The quality of the student’s completed course work is:**     **Passing**     **Failing.**  
An “I” grade may **only** be assigned if the completed coursework is of passing quality.

(See Reverse Side)

The common interpretation of “terminal *aspect*” of course work is “*course work that is due during or after the last week of classes.*” If the missing coursework is more than that, please explain why an exception to the “I” grade policy is warranted.

Explain how the percentages/points from the completed and the incomplete assignments will be combined to determine the final grade. Attach a grading scale or syllabus, if needed.

**Timeframe to finish incomplete work:** Unless otherwise defined by the instructor of record, the student shall have one year in which to finish the incomplete coursework before an “F” grade is automatically posted to his/her academic record.

Time limit to complete the incomplete coursework is \_\_\_\_\_ (default = 1 yr)

If the incomplete coursework is not finished, the final grade shall be \_\_\_\_\_ (default = F)

**Instructor Contact Information:**

Name \_\_\_\_\_

Office: \_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

**School Contact Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Instructor’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean’s approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:**

Original (w/attachments) – School

Copy (w/out attachments) – Student Records

Copy (w/out attachments) – Student

**Attachments** (keep in division until the incomplete is removed):

Course Syllabus or Grading Scale

Final Exam

Other: \_\_\_\_\_