An Incomplete may be given at the instructor's discretion, except for senior thesis, under the following circumstances:

1. At least 75 percent of all course requirements to date has been completed; and
2. The student's work to date is passing; and
3. Attendance has been satisfactory; and
4. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date (Written verification by the Dean of Students or medical practitioner is required.); and
5. The incomplete is not based solely on a student's failure to complete work or as a means of raising her grade by doing additional work after the grade report time; and
6. The instructor completes and submits this form with the course grade sheet, including the grade to be assigned if the work is not completed on time.

INSTRUCTOR EXPLANATION FOR INCOMPLETE, INCLUDING WORK REMAINING:

FINAL GRADE IF WORK IS NOT COMPLETED: __________________

If no grade or form is submitted, an "F" will be assigned when the Incomplete expires.

- Students must complete all remaining work no later than the deadline to add classes (tenth instructional day) of the following semester
  (regardless of whether or not she is enrolled on campus the subsequent term). The grade must be submitted no later than two weeks following completion of the work (end of the fourth week).
- Students must petition the Committee on Academic Review to request an extension of the deadline.
- If the work is not completed by the established or petitioned deadline, the final grade submitted by the faculty member on the basis of work previously completed will be recorded.
- The senior thesis deadline may only be extended by petition to the Committee on Academic Review on or before the published thesis deadline.

Instructor's Name (Print) Instructor's College

Instructor's Signature Date

11/09/00