### Explanation of Incomplete Grade

**Please Print Student’s Name**  
**ID Number**

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<tr>
<th>Course ID Number</th>
<th>Course Title</th>
<th>Semester/Year</th>
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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).  
- A deadline prior to the 10th day of the subsequent semester is the discretion of the faculty, and shall be arranged between the faculty and the student.  
- 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 seek a deadline extension.**  
- 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**

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*04/29/15*