

Explanation of Incomplete Grade

Please Print Student's Name

ID Number

Course ID Number

Course Title

Semester/Year

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

x _____
Instructor's Signature

Date