OFFICE OF THE REGISTRAR

INCOMPLETE GRADE REPORT FORM

ALL PAPERWORK (including this form and supporting documentation) needs to be submitted no later than the due date for final grades.

(See page two for current regulations)

_____ Student's Name (please print)	_____ Student ID Number
_____ Faculty Member's Name (please print)	_____ Department
_____ Course Title	_____ Course # & Section _____ Term

Reason form Incomplete (please check one):

❑ health condition documented by the Wellness Center or other healthcare provider*

❑ other (please explain below & include supporting documentation)*

***If the Registrar's Office does not receive confirmation, the grade listed below will be posted immediately.**

From whom should we be expecting documentation from: _____

A final grade will be submitted to the Registrar no later than _____ subject to the following conditions:

I recommend that an incomplete grade be assigned in the course indicated and under the conditions stated above. If the incomplete is not confirmed, the final grade is:_____

Faculty Signature:_____ Date:_____

I have read and understand the conditions on this Incomplete Grade Report Form. I verify that the reason for the incomplete is accurate. I understand it is my responsibility to release information to provide documentation for the incomplete.

Student's Signature:_____ Date:_____

Registrar's Office Use Only

Date received:_____ Inc. posted:_____

Form distributed to faculty & student:_____ Grade posted:_____

A grade of ‘incomplete’ may be reported only in cases in which illness or other serious emergency has prevented the student from completing the work for the marking period. No incomplete is in effect until a form has been filed with the registrar that states the reasons under which it has been granted and is signed by both the student and instructor. An incomplete may not be reported because of negligence or procrastination on the part of the student. An incomplete grade must be cleared before Roll Call of the following semester unless an exception is granted by the Committee on Academic Standards. In every case, the incomplete must be cleared before the end of the second semester following. If an incomplete has not been cleared within stipulated time limits, the appropriate grade indicating a lack of satisfactory completion will be recorded.

The student should contact his or her professor, as well as the health and/or counseling centers as appropriate, prior to requesting an incomplete. Either the student or faculty member may obtain an incomplete form from the registrar’s office and may return the completed form to the registrar’s office. The registrar’s office will verify the existence of any mental or physical condition with the counseling or health centers, and will report all submitted incomplete grades to the Academic Standards Committee. If the Committee feels that the incomplete was submitted with insufficient documentation or for reasons which conflict with the above guidelines, it will contact the faculty member or student for more information. The Academic Standards committee may call for a final grade if the incomplete is judged to be inappropriate. The faculty member may then formally meet with the Committee to resolve any remaining dispute. If necessary, an appeal of the Standard Committee’s decision may be made to the Dean of the College.

(Revised by the Faculty May 6, 1996. Effective July 1, 1996)