Incomplete grades are not awarded for poor academic performance or as a way of extending assignment deadlines. An incomplete is to be used in cases where extenuating circumstances beyond the student’s control prevented the student from completing a small portion (generally 25%) of the course in such a way that a final grade cannot yet be assigned.

Reason for incomplete grade:

Grade on work completed at time of incomplete:

Work needed for course completion:

Date work is to be completed:
To be completed by student (please initial each statement):

☐ I agree to abide by the above terms relating to missing work for the course in which I have an incomplete grade.

☐ I understand that the instructor who assigns an “I” grade sets the conditions under which the course work can be completed and the time limit for completion. The student is expected to complete the requirements within the established deadline.

☐ I understand that if the missing assignments are not completed within the allotted time, the “I” converts to an “F” grade on the student’s transcript.

☐ I understand that I do not re-enroll in the course – the letter grade earned upon completion of the missing work will replace the “I” grade previously awarded.

________________________  __________________________
Student’s Signature          Date

________________________  __________________________
Course Director’s Signature  Date