

Incomplete Form

Name: _____ Date: _____

Department/School: _____

Year: _____ Semester: _____ Course: _____

1. Have you applied for graduation this semester? Yes No

If YES, all requirements needed to change the grade of "I" to a letter grade **MUST** be completed on or before the date of graduation. The date of commencement for this semester is: _____
_____. If the "I" is not removed by this date, you must reapply for graduation for the next semester.

2. If you have NOT applied for graduation this semester, per Board Policy 404.13, the work must be completed and the instructor must submit the change to the appropriate grade by the date grades are due during the next nine-month academic semester (fall or spring) for undergraduate courses, and within one year from the date grades were due for graduate courses. If the instructor does not convert the incomplete grade or submit an extension request within the allowable time frames the Incomplete grade will expire. A request to extend the deadline to complete an I must be completed by the instructor and forwarded to the Office of Records and Registration prior to the Expiration Date. The extension request must include a specific date by which all course work will be completed, and this date will be the new Expiration Date. Regardless of any extensions that may have been granted, an unconverted I grade will expire on the date that grades are due in a semester where the student has applied for graduation. Once an "I" expires, it will be administratively converted to an F on a date to be set by the Registrar.

REASONS FOR INCOMPLETE: (To be filled in by the instructor and explain exactly the work that needs to be completed and the deadlines for completion.)

Date for all work to be completed: _____

Faculty Signature*: _____ Date: _____

Student Signature*: _____ Date: _____

***I acknowledge that I have read and understand both items 1 and 2 above.**

Process:

1. Faculty member signs FIRST.
2. Student signs second and returns to the faculty member.
3. **Faculty member is responsible for sending fully signed copy of the form to Department/School leader, Dean's Office and the Office of Records and Registration.**

Copies to: Student, Faculty Member, Department/School Leader, Dean's Office, Records and Registration

Revised 07/25/2022 rlpetray