Assigning and Removing Incomplete Grade Procedures
Approved by Council on Academic Affairs on 4-10-03
Approved by Council on Graduate Studies on 4-29-03

This document outlines the procedures for assigning and removing an incomplete grade. As each step is completed a copy of this document along with the plan for completing the required course work is submitted to the program chair (*or graduate coordinator*). Refer to the (*Graduate*) Catalog for a description of the policies related to assigning an incomplete grade.

Step 1: Assignment of Incomplete and Default Grade.
The instructor completes this section and submits the form to the Records Office at 1220 Old Main.

Student Name:_____ SS#_____

Department/Course/Section Number:_____

Instructor:_____

Term and Year Incomplete Assigned:_____

Reason for Incomplete:_____

Default Grade:_____ Date the Default Grade was submitted to the Records Office:_____

Date the Student was notified of the Default Grade:_____

Date the Chair (*or Coordinator*) was notified of the Incomplete and Default Grade:_____

Instructor's Signature:_____

Step 2: Submission of a Completion Plan.
The instructor and student complete this section and develop a Completion Plan that describes how the course requirements will be met and provides a timeline for completing the work. The deadline for submitting the plan is mid-term of the next term the student is in residence or no later than mid-term of one calendar year from the end of the term in which the grade of "I" was received.

Date the Completion Plan was approved by instructor:_____

Date the Completion Plan was submitted to Chair (*or Coordinator*):_____

Step 3: Decision on Completion of Required Course Work.
The instructor decision regarding successful completion of the course requirements is recorded in this section. If the work is successfully completed, the instructor also submits the Grade Correction Form to the Records Office. The deadline for completion of the course requirements is the Last Class Day published in the Class Schedule of the next term the student is in residence or no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received.

_____ Incomplete Work was Successfully Completed by the Deadline

_____ Incomplete Work was not Successfully Completed by the Deadline

Date the Grade Correction Form was submitted to Records Office:_____

Date the Chair (*or Coordinator*) was notified of the Decision:_____

Additional Comments:_____