

## INCOMPLETE GRADE DOCUMENTATION FORM

**POLICY:**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the course work because of extenuating circumstances and an "I" grade can be given to allow completion of the class. However, an "I" grade will not be given due to poor performance or to retain financial aid. The term "extenuating circumstances" includes:

1. Incapacitating illness which prevents a student from attending classes for a minimum period of two weeks;
2. a death in the immediate family;
3. financial responsibilities requiring a student to alter a course schedule to secure needed employment;
4. change in work schedule as required by employer;
5. or other emergencies deemed appropriate by the instructor.

If there are extenuating circumstances, a student may petition the instructor for time beyond the end of the semester to finish the work. Documentation of the circumstances cited to justify an Incomplete grade is required. If the petition is granted, two grades will be given, an "I" and a temporary letter grade for the course, computed as if the missing work were zero.

The student is required to complete the work by the time agreed upon (which may not be longer than 12 months). If the Instructor submits no change of grade within the prescribed period, the "I" will be removed and the letter grade originally submitted with the "I" will remain as the permanent grade for the course.

**PROCEDURE:**

Arrangements to complete the missing course work are to be made directly with the Instructor awarding the "I" grade and in accordance with departmental and other USU policies. In the absence of the original Instructor, the department head will handle special circumstances. Documentation of the reasons for granting an "I" grade and required work to be completed in order to remove the "I" grade must be recorded on this form and filed with the department office and the college office and copied to the Registrar's Office. Resolution of the "I" grade does not involve a complete repeat of the course, **only the completion of the missing course work**. A student does not re-register for the course.

.....

Student Name \_\_\_\_\_

Temporary grade (Must be I in addition to a letter grade the student will earn if the work is not completed): \_\_\_\_\_

Student Number \_\_\_\_\_ Semester \_\_\_\_\_

Student Major \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_

Reason(s) for granting Incomplete:

Course work that must be completed (please be specific):

Deadlines for completion of work (may be earlier than 12 months): \_\_\_\_\_

Student Signature \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

**Copies: student, instructor, department office, college office, Registrar's office**

**Form approved Educational Policies Committee, 4/04 (Faculty Senate Approval pending)**

---