**Florida SouthWestern State College**

**INCOMPLETE GRADE REQUEST AND APPROVAL FORM**

A grade of “I” is given only when the student has successfully completed most of the course in question and, in the judgment of the professor, has extenuating circumstances (examples listed below) and is able to make up any deficit within the assigned time frame.

Examples of extenuating circumstances (professor may request proof):

1. incapacitating illness which prevents a student from attending classes for a minimum period of two weeks;
2. death in the immediate family;
3. financial responsibilities involving work schedule changes as required by employer;
4. prenatal complications and issues related to pregnancies;
5. military duty orders
6. other emergencies deemed appropriate by the instructor.

**PROCEDURE**:

1. Student has a verbal conversation with professor and professor decides that an incomplete grade is appropriate.
2. Student completes Part I of this form
3. Student takes form (or emails as an attachment) to faculty member
4. Faculty member completes Part II (with student present or emails back to student as attachment)
5. Both sign the form
6. Form sent to Dean of the School or Division
7. Dean makes and distributes copies, original to Registrar.

*A student who receives an “I” must make up the deficiency and have the change of grade recorded in the Office of the Registrar no later than last day to remove incomplete grades as published in the College Catalog. After that, the grade defaults to an “F.” The responsibility for making the necessary arrangements with a professor for the removal of an “I” rests with the student. A student may not register for a class in which they have an “I” grade. An incomplete grade may delay graduation if requirements have not been met by the end of the term. An Incomplete Grade may affect financial aid.*

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**PART I: Student/course data and justification (to be completed by student)**

**STUDENT’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BANNER ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE FOR INCOMPLETE GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEMESTER/YEAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACULTY MEMBER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Justification for requesting incomplete**: (attach documentation and/or additional information if necessary)

**PART II:** (This section is to be completed by faculty member)

**Course requirements points earned by student so far? \_\_\_\_\_\_\_\_\_**

**Total requirement points for the course? \_\_\_\_\_\_\_\_\_**

**List of coursework still to be completed and points toward final grade.**

**Required coursework:**  **Points toward final grade**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**DEADLINE FOR COMPLETION IF EARLIER THAN PUBLISHED\* DEADLINE \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*last date to make up an I grade is published in the Official College Calendar.

*The student is responsible for the completion of the work listed above and must do so on or before the published deadline. By my signature below I understand the work required and deadline date for completion of this course.*

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_\_

*As faculty member for this course, I agree to the stated coursework and deadline requirements for this incomplete grade. I also understand that, in the event that the student completes all the work listed by the published deadline, that I must complete the necessary paperwork to assign a regular letter grade to replace the I grade. In extreme cases where circumstances prevent a professor from assigning a grade, final responsibility for the grade change rests with the supervisor.*

Faculty’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_\_

COMPLETED FORM MUST GO TO DEAN’S\*\* OFFICE

 \*\*appropriate Dean is the supervisor for the course of the incomplete

Copies: Original-Registrar, student, faculty member, Dean

*Form updated: November 2015*