

Incomplete Grade Request & Approval Form

A grade of "I" is given only when the student has successfully completed most of the course in question and provides documentation of an extenuating circumstance (examples listed below) and is able to make up any deficit within the assigned time frame. Note that in cases of pregnancy and childbirth, the student will have the opportunity to be granted an "I" grade independent of the amount of the course that has been completed prior to a related extended absence.

Examples of extenuating circumstances (professor may request documentation):

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. Issues related to pregnancies and childbirth (consult Title IX of the Education Amendments of 1972)
5. Military duty orders;
6. Other emergencies deemed appropriate by the instructor.

Procedure

1. Student has a verbal conversation with professor who may provide guidance about whether an incomplete grade is appropriate (where applicable consult The Americans with Disabilities Act of 1990, and/or Title IX of the Education Amendments of 1972)
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. Faculty and student sign and date form
6. Faculty email form to Dean of the School or Division
7. Dean reviews the form and emails copy of the form to the Faculty, Student, and 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 the last day to remove incomplete grades as published in the College Catalog or another date agreed upon by the academic supervisor. Note in cases of pregnancy or childbirth, the student will be afforded the time to complete the work consistent with federal regulations. 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.

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

Student Name

Email (@bucs.fsw.edu)

FSW ID @

Term/Year

Course for Incomplete Grade

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)

Program Name

Course requirement points earned by student thus far	Total requirement points for the course
Required coursework	Points toward final grade
Required coursework (if applicable)	Points toward final grade
Required coursework (if applicable)	Points toward final grade
Required coursework (if applicable)	Points toward final grade
Required coursework (if applicable)	Points toward final grade

Deadline for completion if earlier or later 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.

Signature of Student

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.

Signature of Faculty Member

Date

Dean e-signature

Completed form must go to Dean's Office (appropriate Dean is the supervisor for the course of the incomplete)

*Copies: Registrar, Student, Faculty member, Dean
Form updated: November 2015, November 2017*