

**Student Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_  
**Course Subject:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Instructor's Name:** \_\_\_\_\_

**Guidelines for Incompletes:**

The student has the responsibility for completing the requirements of the courses in which he or she is enrolled within the time frame of the course. An incomplete grade (I) may be given with the approval of the Registrar's Office when, in the opinion of the instructor, there is a reasonable probability that students can complete the course without retaking it and without instructor participation. The incomplete grade is not an option to be exercised at the discretion of the student and is given only in cases of extreme personal hardship or unusual academic situations. Eligibility for an incomplete is determined within the following guidelines:

1. An incomplete may be assigned to a student when he or she has been in attendance and doing passing work up to three weeks before the end of the course, and for reasons beyond his or her control, he or she has been unable to complete the requirements on time. Negligence, indifference, or excessive absences are not acceptable.
2. The instructor will set the conditions for completion of the coursework. When these conditions have been met the instructor will assign a grade based upon an evaluation of the total work done by the student in the course.
3. An incomplete (I) which is not made up during the next regularly scheduled semester will automatically convert to a grade of F.

**Please state circumstances that prevented completion of coursework:**

**Course Assignments/Activities to be completed:**

Date coursework must be completed: \_\_\_\_\_

This form is a contract. Failure to fulfill the requirements above will result in the incomplete being changed to an F.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing my name above, I confirm I am the individual. (MM/DD/YY)

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrar's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_