Henderson State University
Incomplete Grade Form

<u>To the Student</u>: The assignment of an incomplete grade is not automatic. The student must request an incomplete grade and fill out this form. Except for extraordinary circumstances, the student must initiate the request for the incomplete grade. There must be some extenuating circumstance to receive an incomplete. It is not used just because a student has failed to complete required work. The grade of incomplete is awarded solely at the discretion of the instructor. If the incomplete is not awarded, the student will receive the grade he or she earned. "I" is assigned when the student, for reasons sufficient to the instructor, has not been able to complete some vital portion of the work. Until the work is completed, the "I" is not computed in the grade point average. If the incomplete work is not made up in one calendar year following the semester's end, the grade automatically will become an "F" unless extension of time is granted by the dean of that school or college. This contract is for students enrolled in undergraduate courses only.

<u>Please Note</u>: Your eligibility for continuation of federal, state, and institutional aid may be affected by the grade of "I." Contact the financial aid office for clarification of your particular situation.

Printed Name of Student_____

Student I.D. Number_____

Course Number and Title_____

Date Course Taken: Fall_____ Spring_____ Summer I_____ Summer II_____ Year_____

Specific reason for requesting an incomplete (the instructor may request documentation):

_____

_____

List the assignments, tests, projects etc. that will be completed and turned in by the completion date:

_____

_____

Deadline for completion_____

(This date is determined by the instructor within the constraints of university policy. It is understood that a grade will be submitted based on the work turned in by this date.)

Instructor's Signature_____Date_____

Student's Signature _____Date_____

Photocopy to: Department Chair or Dean, Instructor, Student, and Student Advisor

It is STRONGLY recommended that sufficient documentation be included with this form so that the department chair or dean can assign a grade in the event of a long-term unavailability of the instructor.