

See incomplete grade policy on reverse. To request an incomplete grade, student completes sections I and II and submits form to instructor. If approved, the instructor completes section III. The completed form must be submitted to the Office of the Registrar prior to the end of the current academic term. The form is retained in the student file. When the work is completed, the instructor completes the "grade change" form in Office of the Registrar.

Incompletes courses must be finished by the completion date indicated on this form or by the end of the next semester. If the work for the Incomplete is not finished, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA.

Section I – Student Personal Information		
SSU ID #	Name	Date

Section II – Request for Incomplete			
Course Information			
Course Code	Section #	Course Name	Session/Year
Reason for Request – attach note from physician and/or additional documentation if necessary			
Student Signature		Date	

Section III – Instructor Approval, description of work to be completed and completion date	
Please indicate completion date if due before end of next semester: _____	
Necessary work required to complete the course – attach additional sheet if necessary	
Instructor Signature	Date
Department Chair Signature	Date

### **Incomplete "I" Grade Policy**

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

### **Incomplete grades may be given only in the following circumstances:**

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student complete and submit the "Application for Incomplete Grade" form before the end of the academic term to the Office of the Registrar.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

### **The following provisions for incomplete grades apply:**

- The "Application for Incomplete Grade" form may be obtained on the web at <http://www.shawnee.edu/offices/registration/media/incomplete-grade-application.pdf> or in the Student Business Center.
- The "Application for Incomplete Grade" form must be completed and submitted to the Office of the Registrar prior to the end of the current academic term.
- The instructor submits the final grade on the "Grade Change" form obtained in the Office of the Registrar.
- The course work may be completed while the student is not enrolled.
- Incomplete grades may appear on the transcript for one academic term. Incomplete grades do not affect the grade point average. Incomplete grades will change to an "F" and affect your GPA if not completed by the agreed upon completion date or the end of the next semester.
- An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.
- An Incomplete should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements.
- Incomplete grades cannot be entered via the MYSSU grade entry process and can only be assigned via the "Application for Incomplete Grade."