

Weber State University Instructors Report of an Incomplete

Instructions: Please submit this form to the Record's Office, MC 1102, for each student receiving an "I" (Incomplete) grade. For questions, please refer to the Grade of Incomplete policy below.

Student Name: _____ **W#:** _____
(Last) (First) (MI)

Semester Taught: _____ **Year:** _____

Course: _____
(CRN) (Dept) (Course#) (Title)

Assignments: *This represents the agreement between the student and the instructor outlining the specific assignments that will be completed.*

Due Date: _____

This is the date the above listed assignments must be completed to receive a change of grade. One semester will be assumed if no date is provided.

Grade: _____

*This is the grade that will be assigned if the above noted work is **NOT** completed prior to the due date. If no grade is provided by the instructor an "E" grade will be assumed. If the above noted assignments are completed prior to the due date the instructor must submit a grade change form to the Records Office in order to record the new grade.*

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

GRADE OF INCOMPLETE POLICY

1. An "Incomplete" may be given by an instructor **only** when the student, having satisfactorily completed approximately **80%** of the required work, is unable to complete the class work for a legitimate reason (such as illness or accident) and, in the opinion of the instructor, could complete the required work **without re-registering** for the class.
2. When giving an "Incomplete," the instructor must file a Report of an Incomplete Grade with the Records Office and the academic department, specifying in detail: (1) what work must be done in order to remove the "Incomplete" grade, (2) the time deadline for completing the work which must not be longer than a 12-month period following the receipt of the "Incomplete", and (3) the letter grade which is to replace the "I" if the work is not completed. The student must sign the report and be given a copy of the report by the instructor at the time the report is prepared.
3. An "Incomplete", unless changed by the instructor before the deadlines described in 2 above, remains on the student's record and the Instructor's Final grade Report until the date specified by the instructor (see 5 below). After that date, the "I" will be changed to the grade specified by the instructor or will be changed to the grade submitted by the instructor on the Grade Change Form prior to that date. Once the grade change has been entered into the academic record the department will be provided a copy of the grade change.
4. While the course is being carried as an "Incomplete" on the student's record, it will not be used to calculate grade point average nor accepted as credit toward graduation.
5. Students must complete course work for all Incomplete grades prior to graduation in a time frame that will allow a Grade Change Form to be completed prior to issuing any diploma. If the incomplete work is not completed, the graduate's transcript will have the grade recorded that was negotiated at the time of receiving the Incomplete grade. "I" grades are not permanent grades and cannot appear on a graduate's transcript.
6. A student may petition the instructor for additional time to complete the work. Generally an extension of time will not be longer than one additional term. If an extension is granted, a revised Report of an Incomplete Grade will be submitted to the Records Office.