

NOTIFICATION OF UNDERGRADUATE INCOMPLETE GRADE AGREEMENT

Southern Illinois University Carbondale

An *INC* is assigned when, for reasons beyond their control, students *engaged in passing work* are unable to complete all class assignments. An *INC* must be changed to a completed grade within one semester following the term in which the course was taken, or *graduation*, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of *F* and the grade will be computed in the student's grade point average. **Students should not reregister for courses in which an *INC* has been assigned with the intent of changing the *INC* grade. Re-registration will not prevent the *INC* from being changed to an *F*.** (*Grading and Scholastic Regulations - Grading System Explanation, SIUC Undergraduate Catalog*)

It is the responsibility of the instructor who gave the *INC* to make the final determination of the grade that will replace the *INC*.

This agreement should be completed and the original given to the student when the instructor assigns the incomplete grade. A copy should be kept by the instructor, sent to the student's academic advisement office, and placed on file with the Department.

Date: (PLEASE PRINT OR TYPE CLEARLY AND FIRMLY)

Students Name: Student's I.D. No.

Semester: Course No: Section No:

Course Title:

Deficiencies to be corrected for *INC* to be removed (please be specific):

Date by which deficiencies must be completed:

Instructor's Name (please print):

Instructor's Signature:

Date:

Student's Signature:

Date:

Date copy sent to Student's academic advisor:

Date copy placed on file with the Department:

Original: Student

Copies to: Department Instructor Academic Advisement Office