

NOTIFICATION OF GRADUATE INCOMPLETE GRADE AGREEMENT

Southern Illinois University Carbondale

An INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. INC is not included in grade point computation. An INC must be changed to a completed grade within one year from the close of the term in which the course was taken or graduation, whichever comes first. Should the student fail to complete the course within the time period designated, that is, one year from the close of the term in which the course was taken or graduation, whichever comes first, the Incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average.

To complete the work from the original registration, a student should not register for the course again, but should complete the work for the original registration if the original registration is within the normal time limits established for the degree.

A contract for an INC grade must be established between the instructor and student at the time the INC grade is assigned. An extension may be granted if the request for the extension is made within the first year and approved by the Dean of the Graduate School and the Provost.

(General Regulations and Procedures - Grading System Explanation, SIUC Graduate 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