

Instructions:

Upon agreement on the awarding of a grade of incomplete per the policy below, the student and instructor must complete this form and submit it to the Department Chair / School Director.

Incomplete Policy – KSU Undergraduate Catalog:

I: denotes an incomplete grade for the course. An incomplete grade may be awarded only when the student was doing satisfactory work as determined by the faculty member and/or the department chair prior to the last two weeks of the semester but for nonacademic reasons beyond the student's control, was unable to meet the full requirements of the course.

- An incomplete grade cannot be removed by re-enrolling in the course.
- A grade of "I" must be removed by completing the course requirements the subsequent semester from the end of the semester in which the "I" was originally assigned. Thus, an incomplete grade assigned during the fall semester will be required to be completed during the subsequent spring semester, an incomplete grade assigned during the spring semester will be required to be completed during the subsequent fall semester and an incomplete grade assigned during the summer semester will be required to be completed during the subsequent fall semester. The instructor may specify an earlier deadline and may request an incomplete grade extension due to extenuating circumstances that prevents the student and faculty from completing the remaining course assignments within the semester the course assignments are to be completed.
- Faculty must specify the remaining requirements, assignments and deadline to the student.
- Upon completion of the course requirements within the specified time limits, a final grade will be assigned based on the student's total performance.
- If the course requirements are not completed within the specified time limits, the "I" will be changed to an "F" for a course that awards grades of "A", "B", "C", "D", or "F" and the student's cumulative, term and institutional GPAs will be recalculated accordingly, or the "I" will be changed to a "U" for a course which awards a grade of "S" or "U."
- In situations in which the assigning instructor is no longer available to assist the student with completing the remaining requirements, the chair of the department in which the course is housed will fulfill the responsibilities of the faculty.

Student & Course Information: (completed by student)

Date Submitted: _____

Name: _____

KSU ID#: _____

Phone Number: _____

KSU NetID: _____

Course number: _____ Semester/Year: _____ Instructor: _____

What course requirements are incomplete? (completed by instructor)

What is the agreed-upon plan for completing these requirements? Please specify a deadline (completed by instructor)

Agreement/Approval Signatures: (You will need to use Adobe Acrobat or print this form to sign)

Student: _____

Date: _____

Instructor: _____

Date: _____

Department: _____

Date: _____