Incomplete Grade Report Sheet

(Approved by IU East AAA Committee)

Incompletes: The grade of "I" (Incomplete) may be given to a student whose work in a course is satisfactory, except that some terminal aspect of the course requirement has not been completed. The grade of "I" will only be given if the instructor has sufficient reason to believe that failure to complete the requirements was beyond the student's control and that it would be unjust to hold the student to the time limits fixed for completion of the required course work.

_____ _____

Student ID Student's Last Name First Name MI

_____ _____ _____ _____

Course Credit Hrs. Title Semester Year

Reason for Incomplete: Please explain why "failure to complete the requirements was beyond the student's control and that it would be unjust to hold the student to the time limits fixed for completion of the required course work."

_____

_____

_____

Summarize the student's grade record to this point and outline the incomplete assignments. Please attach detailed description of the nature of all missing assignments (e.g., a copy of the final exam).

	Points Earned/ Percentage Earned	Possible points/ Relative Weight	Short Description of Incomplete Assignment. Attach a detailed description of each assignment.
Completed Work**			n/a
Missing Assignment (1)	*		
Missing Assignment (2)	*		
Missing Assignment (3)	*		
Missing Assignment (4)	*		
Final Grade	*		

*To be completed when the incomplete is removed.

**** The quality of the student's completed course work is ☐ Passing ☐ Failing.**

*(An "I" may **only** be assigned if the course work is passing.)*

(Over)

The common interpretation of "*final aspect*" of course work is "*course work that is due during or after the last week of classes.*" If the missing course work is more than that, please explain why an exception is indicated.

Explain how the percentages/points from the completed and the incomplete assignments will be combined to determine the final grade. Attach a grading scale or syllabus, if needed.

Optional:
Time limit to complete the incomplete grade (1 year max.): _____ (default = 1 yr)
If no progress to completion is made, the final grade shall be: _____ (default = F)

Instructor Contact Information:

Name _____ Office Location:_____

Phone_____ e-mail:_____

Division Contact Information:

Name: _____ Phone: _____

Instructor's signature: _____ Date: _____

Division Chair's approval: _____ Date: _____

Distribution:
Original (with attachments) – Division Office
Copy (without attachment) – Student Records
Copy (without attachment) – Student

Attachments (to be kept in division until the incomplete is removed)
Final Exam
Course Syllabus or Grading Scale
Other: