

North Central State College

**INCOMPLETE GRADE AGREEMENT**

Student Name \_\_\_\_\_

Student I.D. No. \_\_\_\_\_

Course & Section No. \_\_\_\_\_

Semester and Year \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Reason for the incomplete:

Make-up work must be to instructor by \_\_\_\_\_

(The deadline for a faculty member to record a grade change at the Student Records Office for a student is the end of the fifth week of the following semester)

The above-named student and I have talked and have made the following arrangements to make up and grade material missed: *Make sure that the student knows what is to be made up and the deadline date for make-up work.*

Last day for faculty to change "I" to passing grade \_\_\_\_\_

Copy to: Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

Divisional Dean/Chair: \_\_\_\_\_

- NOTE: Please do not assign an incomplete grade unless:
1. sufficient cause exists, and
  2. the student has indicated his/her desire to receive an incomplete.

**PROCEDURE FOR ASSIGNING AN INCOMPLETE GRADE**

1. An incomplete grade indicates that a student has not completed a small part of course requirements due to uncontrollable circumstances. Incomplete grades are given at the discretion of the faculty member. An incomplete grade may be removed from the student's record if the student arranges with his/her instructor to have the course completed at the earliest possible time but not later than six weeks following the semester in which the "I" was received. If the "I" grade is not completed within the six weeks period of time, the "I" grade automatically will be changed to a failing grade and the course must be repeated.
2. It is expected that relatively few incomplete grades will be awarded during any given semester.
3. It is the student's responsibility to contact the faculty member and arrange to make up the work.
4. When the student and the faculty member meet to set up the procedure for making up the work, the college recommends that an Incomplete Grade Agreement be completed and kept on file in the faculty member's office with a copy to the student.
5. If the student completes the work on or before the deadline date, a Grade Change Form should be sent from the faculty member to the Registrar in the Student Records Office indicating that the student's grade should be changed from "incomplete" to whatever other grade. This form needs the signature of the Divisional Dean/Chair. The student will be notified by the Registrar.