

## REPORT OF "INCOMPLETE" WORK

To be completed for each Incomplete (I) grade submitted by an instructor.

### Incomplete Grade Policy

The grade of incomplete (I) indicates that a student has been unable to complete a course for reasons which are considered by the instructor of the course to be extenuating and beyond the student's control and can be documented. An example would be missing the final examination or final paper deadline because of an illness or family emergency.

To be granted a grade of incomplete (I), the student should have completed the following: (a) 75% of the work for the course; (b) attendance through the course has been otherwise satisfactory; and (c) work to date is passing.

The grade of incomplete (I) should not be assigned in circumstances where the student's performance to date clearly indicates an inability to pass the course as defined in the original syllabus, nor as replacement for a failing grade, nor because the student stopped attending classes. Incomplete grades may not be changed to withdrawals (W) at a later date.

Faculty must complete a Report of "Incomplete" Work form and send a signed copy to the student and the department chairperson. This form indicates the specific work required and the date by which the work must be completed (not to exceed the end of the following semester).

An incomplete grade not changed by the instructor to an A-E or P grade by the end of the semester after it was given automatically converts to a grade of E. The grade of incomplete (I) is not transferable and is not computed in the student's grade point average.

Upon completion of coursework, the instructor must submit, through the appropriate channels, a *Grade Irregularity Form* (available in the Deans' and Registrar's Offices and online at <http://web.plattsburgh.edu/register/forms/alpha.php>).

Name of Student \_\_\_\_\_ Student ID \_\_\_\_\_

No. and Title of Course \_\_\_\_\_ Semester/Year \_\_\_\_\_

1. Work was incomplete because \_\_\_\_\_

2. Student must complete the following \_\_\_\_\_

3. Percent of final grade to be based on work to be completed (as described in #2 above): \_\_\_\_\_

4. Grade earned to date based on course requirements: \_\_\_\_\_

5. Date by which work must be completed (not to exceed the end of the following semester): \_\_\_\_\_

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Instructor's name: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Student, instructor, chairperson (to be retained in department office).

VPAA 11/2008