



"Incomplete" Form

General guidelines and directions for completing this form can be found on the back.

_____ Original _____ Addendum (# _____)

Student's Name: _____ **Student ID#:** _____

Mailing Address: _____ **Phone #:** _____

E-Mail Address: _____

Instructor's Name: _____ **Phone #:** _____

E-Mail Address: _____

Course to receive an "Incomplete" in: _____

Sequence #: _____ **Section #:** _____ **Semester:** _____

Work Completed: _____

Course Assignments/Activities to be completed: _____ **Due Date:** _____

Instructor's Signature _____ Date _____

Student, Please Note: You have entered into a contract. Your signature on this document attests to your understanding of what is required of you to fulfill the requirements to change your "incomplete" grade to a letter grade. Fulfilling the requirements of this contract does not guarantee that you will receive maximum points for the assignment nor for the course. Failure to fulfill the requirements of this contract will result in the "incomplete" being changed to an "F" for undergraduate students and a permanent "I" for graduate students.

Student's Signature _____ Date _____

Department Chair's Signature _____ Date _____

This contract is not finalized until signed by the Department Chair of the Department in which the course is offered.

Guidelines for Issuing an "Incomplete"

1. "Incompletes" must be negotiated and approved before the instructor submits final grades. An "incomplete" must only be given for extreme circumstances in which the instructor feels the student would have earned a satisfactory grade if he/she would have had the opportunity to complete the class material.
2. An "incomplete" must not be given just to allow the student to improve a passing grade.
3. An "incomplete" must not be negotiated until the end of the class, when it appears as though the student will not be successful unless given some additional time.
4. The instructor must record a grade of "I" for the student when submitting grades for the class, regardless of when the "incomplete" will be completed, or as a result of completing this form.
5. This written agreement must also indicate the date by which you must complete the work, and that date cannot be longer than one calendar year (as noted below all work must be completed and the grade submitted at least one month prior to the end of the semester in which the work is due) from the end of the term in which you were enrolled in the course. After one calendar year, any grade of "I" will automatically be converted to a grade of F for an undergraduate student and a permanent "I" for graduate students.
6. If the "incomplete" is re-negotiated between the instructor and student, an addendum must be filed in the department office where a file exists for the student. A renegotiation cannot extend the time line to complete the "I" beyond one year from the end of the semester in which the class was taken.
7. When you complete the coursework, your instructor submits a final grade to the Registrar's Office, and that grade and your credit are then entered on your permanent record.
8. After the time for making up the incomplete has elapsed, you must re-enroll in the course to receive credit. NAU does not use incomplete grades in calculating your grade point average.
9. When you become eligible for graduation, if you have a grade of "I" in any courses that aren't required for graduation, you may elect to graduate with these "I" grades as a part of your permanent academic record. In such cases, the "I" grades cannot be changed after graduation by completing the course requirements nor will the "I's" revert to F grades. If you wish to finish the requirements for this course, the same terms apply for the current incomplete contract. The posting of your graduation to your academic transcript may be delayed if you wish to finish the work of an incomplete course prior to graduating from the university.

Procedures

1. Students must request that an "incomplete" grade be given. Instructors are prohibited from assigning an "incomplete" grade unless requested by a student. This request must be in writing.
2. Student and Instructor meet to complete the "incomplete" form, sign it, and make copies. The student must be given a copy. The instructor should keep a copy. The original must be approved by the Department Chair after which a copy is filed in the department office.
3. Student completes requirements as outlined and submits documentation to the instructor.
4. Instructor requests a "Change of Grade Form" from either the academic department office or the Distance Learning office where a file exists for the student, completes it, and returns it to the office.
5. "Change of Grade Form" is sent on to the department/dean for signatures.
6. "Change of Grade Form" is sent on to the Registrar's office for final approval and grade change is entered into the system.
7. Once the grade change has been entered, the student will receive a letter informing them of the change and final grade being recorded.