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|  | ***College of Education***  ***Department of Educational Psychology*** |

### Incomplete Form

Original  Addendum (#      )

Student’s Name (Last, First, MI):       NAU Student ID #

Student’s Mailing Address:       Student’s Phone (include area code):

Student’s Email Address:

Instructor’s Name:       Instructor’s Phone (include area code):

Instructor’s Mailing Address:

Instructor’s Email Address:

Course to receive an “Incomplete” in:

Sequence #:       Section #:       Semester:

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

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**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 without “re-negotiating” it with the instructor will result in the “incomplete” being changed to an “F” for undergraduate students and a permanent “I” for graduate students.

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**Student’s Signature:** **Date:**

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**Department Chair’s Signature:** **Date:**

# Guidelines for Issuing an “Incomplete”

1. “Incompletes” must be negotiated 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.

1. An “incomplete” must not be given just to allow the student to “improve” a passing grade.
2. 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.
3. 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.
4. 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 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.
5. If the “incomplete” is renegotiated between the instructor and student, an addendum must be filed in the Extended Campuses 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. Student requests an “incomplete” grade be given, from the instructor. The instructor has the right to a written request.
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.
3. If the student is in a program offered via Extended Campuses, then the instructor submits original, signed form to the Extended Campuses office where a file exists for the student. A copy of this form is sent to the academic chair to be kept in the student’s file within the academic unit. If the student is not enrolled in a course offered via Extended Campuses then the completed form is sent directly to the academic chair of the academic unit in which the course was offered.
4. Student completes requirements as outlined and submits documentation to the instructor.
5. Instructor requests a “Change of Grade Form” from either the academic department office or the Extended Campuses office where a file exists for the student, completes it, and returns it to the office.
6. “Change of Grade Form” is sent on to the department/dean for signatures.
7. “Change of Grade Form” is sent on to the Registrar’s Office for final approval and grade change is entered into the system.
8. Once the grade change has been entered, the student will receive a letter informing them of the change and final grade being recorded.