NOTIFICATION OF INCOMPLETE GRADE AGREEMENT

Southern Illinois University Carbondale

An *INC* is assigned when, for reasons beyond their control, students *engaged in passing work* are unable to complete all class assignments. An *INC* must be changed to a completed grade within a time period designated by the instructor but not to exceed one year from the close of the term in which the course was taken, *or graduation* whichever occurs first. Should the student fail to complete the course within the time period designated, not to exceed one year, or graduation, whichever occurs first, the incomplete will be converted to a grade of *F* and the grade will be computed in the student's grade point average. **Students should not register for courses in which an *INC* has been assigned with the intent of changing the *INC* grade. Re-registration will not prevent the *INC* from being changed to an *F*.** (Grading and Scholastic Regulations – Grading System Explanation, SIUC Undergraduate Catalog)

It is the responsibility of the instructor who gave the *INC* to make the final determination of the grade that will replace the *INC*.

This agreement should be completed and the original given to the student when the instructor assigns the incomplete grade. A copy should be kept by the instructor, sent to the student's academic advisement office, and placed on file with the Department.

PLEASE PRINT OR TYPE CLEARLY AND FIRMLY

Date: _____

Student's Name: _____ Student's I.D. No: _____

Semester: _____ Course No: _____ Section No: _____

Course Title: _____

Deficiencies to be corrected for *INC* to be removed (please be specific):

Date by which deficiencies must be completed: _____

_____ _____ _____

Instructor's Name (please print) Instructor's Signature Date

_____ _____

Student's Signature Date

Date copy sent to student's academic advisor: _____

Date copy placed on file with the Department: _____

Original: Student **Copies to:** Department Instructor Academic Advisement Office

Revised December 2020