University Incomplete Policy
If, because of unusual circumstances, a student is unable to meet all the requirements of the course by the end of a semester, the grade of Incomplete (INC) may be given. Responsibility for making arrangements with an instructor to complete all outstanding coursework rests entirely with the student, who must complete all outstanding coursework by the date listed on the Graduate Academic Calendar.* Under no circumstances will a student be allowed to graduate with incomplete(s) on his or her transcript. Prior to completion of the missing work, the incomplete will not be computed into the grade point average (GPA). If the student completes the missing work within the specified period, the instructor must evaluate the work and turn in a grade change form to the Registrar's Office before the deadline for instructors to submit final grades for incomplete courses as specified on the Graduate Academic Calendar.* However, if the student does not complete the missing work by the specified date and no grade change form is submitted by the instructor, the student's grade will automatically change to a grade of "F" and be computed into the GPA.

*College of Education Incomplete Policy
The College of Education may require that the date for completion of incomplete work be determined by the faculty in consultation with the Dean or designee. This form serves as written notification to the student of the requirements for receiving a grade or pass in the course and the date by which the work must be submitted if that date falls before the date listed on the graduate calendar.

<table>
<thead>
<tr>
<th>STUDENT ID</th>
<th>COURSE</th>
<th>INSTRUCTOR</th>
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Reason for the Incomplete:

Work that is Missing:

Work that Student Must Do to Receive a Satisfactory Grade:

Time Line for Completing the Work:

Consequences of Failure to Submit Satisfactory Work:

_______________________________________________  ___________________________
Student  Date

_______________________________________________  ___________________________
Faculty  Date