Requesting an Incomplete Grade

For a student to be eligible, they must...

- Have completed at least 75% of the coursework
- With a passing grade ("C"/2.0 or better for major courses; "D-" or better for non-major courses)
- Have verified, compelling extraordinary circumstance, beyond student's control which made completion of the course impossible.

Paperwork & Request Process

- Obtain a Course Completion Agreement from the Office of Advising & Student Services (or CAM advising website).
  - Student and Faculty complete the form together.
  - Be certain to include specific requirements for completing the course and grade to date.
- Attached all requested paperwork (syllabus and verification of circumstances)
  - If there are questions as to what documentation the student should provide, please consult a CAM advisor
- Faculty and student sign the Agreement and submit it to the Associate Dean for approval in ARTS 177.
- Once approval has been obtained, the faculty and student each will receive a copy of the agreement.

Completing the Work

- Students have up to one year to complete the work as indicated in the Agreement.
  - e.g., A student who receives an incomplete in Spring 2004 has until the end of Spring 2005 to complete the work unless otherwise noted on agreement.
  - If the work is not completed within this time frame, the grade will automatically turn into an "F" and will affect the student’s GPA accordingly.
- Once the work has been completed and the final grade is tabulated, the faculty submits a Change of Record Form (available in ARTS 177), and the student should be able to see their “new” grade in the course in about two weeks.