

INCOMPLETE GRADES

Policy

All work in a course must ordinarily be completed by the last day of class. However, for acceptable reasons such as the student's verified illness, medical emergency, death in the immediate family, extreme hardship, or unusual circumstances beyond the student's control an extension of time may be negotiated with the faculty member. In case an extension of time is desired beyond the day grades are due, an "I" is reported on the grade form.

Procedures

The students should meet with the faculty member to discuss the need for an incomplete and negotiate a completion date if the faculty member is willing to grant an incomplete. The student should obtain an Incomplete Grades Form, complete it and give it to the faculty member. The faculty member should sign the form and return it to the Assistant Dean for Student Administrative Services to report a probable date by which the student expects to complete all work in the course. This date will be confirmed by the Assistant Dean for Student Administrative Services in a letter to the student.

It is important that the student and the faculty member agree to a date at which time all the materials will be handed in for evaluation. In all but the most exceptional cases, the student must be prepared to complete the remaining work in a course prior to the beginning of the next semester or session.

If the course work is completed by the agreed upon date, a course grade is reported. If the course work is not completed, a permanent incomplete is reported.

A course in which a student receives a permanent incomplete will carry no credit toward completion of the program and will not be included in computation of the student's grade point average. A student may re-register for such a course.

1. Student's name and address: _____

2. Course no. and title: _____

3. Date material is due at Simmons: _____

4. Address to which material will be sent (if not Simmons): _____

5. Date grade will be submitted to the Assistant Dean for Student Administrative Services: _____

6. The temporary grade is incomplete. What grade will the student receive if the incomplete is not "made up"? Faculty may choose a letter grade of A through F or a permanent incomplete (P.I.):

7. Reason for incomplete:

8. Signature of faculty member: _____

9. Printed name of faculty member: _____

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