A grade of Incomplete (INC) is not automatically awarded when a student fails to complete a course. Incompletes are usually awarded when satisfactory work has been accomplished in the majority of the course and the student is unable to complete course requirements due to circumstances beyond his/her control. Incompletes are given at the discretion of the instructor. The student must negotiate with and receive the approval of the course instructor in order to receive a grade of incomplete.

The initiative in arranging for the removal of an "Incomplete" rests with the student. This regulation does not apply to thesis, dissertation, or capstone credits.

In all cases, a student can obtain credit for an “Incomplete” only by finishing the work of the course before the end of one calendar year from the time of enrollment in that course. At the end of that period, if a grade is not submitted an F (Failure) will be recorded.

Student’s Name: ________________________________

SS#: ____________________ Course Number, Semester and Year: ____________________

To Be Completed By Instructor

Date of conference with student (If for some reason a conference has not occurred, please explain why):

_______________________________________________________________________________________________

Please list a description of the work to be made up, a plan and a timetable. Include the agreed-upon completion date.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Please provide instructions for your department to follow, including details on the student’s progress in the course up to the date of the conference, in case you are not in residence at the time of completion.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

NOTE: If an INC is not made up by the end of the grading period two semesters later, it becomes a grade of “IF”. This will only be changed under extraordinary circumstances. It is the responsibility of the student to ascertain that the instructor is satisfied that the coursework is complete.

Signature of Instructor ________________________________ Date ________________________________

Signature of Student ________________________________ Date ________________________________

A copy of this form must be submitted to the CM Graduate Programs Office.