

# MEREDITH COLLEGE

## Office of the Registrar

A student may make a request to her/his instructor for a grade of incomplete. An incomplete grade is normally given whenever a student and an instructor have agreed that, for a good reason, the student cannot complete the course. The instructor, at this point, sets forth the requirements for completing the course no later than the end of the next semester. These requirements should be clearly understood by both the instructor and student as detailed on this form. As soon as the requirements are completed, the instructor should submit the final grade to the registrar's office. By College policy and as noted in the academic catalog, "If an I is not completed by the final class day of the next semester, it automatically becomes an F." The requirements for completion of a course for a grade, as well as the deadline for completion of the work, will not be extended in the case of leave of absence or withdrawal from the college.

### Guidelines for Incomplete Grades:

- An Incomplete grade is appropriate for limited amounts of work due late in the semester (typically after the last day to withdraw) when extraordinary circumstances prevent the completion of required coursework within the time limits previously established.
- An Incomplete is only appropriate when the student's record in the course is such that the successful completion of the indicated coursework would provide the student with an opportunity to pass the course.
- An Incomplete grade is always at the discretion of the instructor. Approval is not guaranteed.
- There are some courses for which an Incomplete grade may not be appropriate.
- Students should be mindful of the impact that an Incomplete grade may have on course prerequisites, progress towards graduation, Dean's List eligibility, and financial aid. Students are encouraged to discuss the impact of Incomplete grades with their advisor, the Registrar's Office, and the Office of Financial Aid.

# MEREDITH COLLEGE

## Office of the Registrar

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Reason for incomplete grade request

\_\_\_\_\_  
Student (Full Legal Name)

\_\_\_\_\_ and \_\_\_\_\_ have agreed upon an incomplete grade in  
Instructor Name

\_\_\_\_\_ for the \_\_\_\_\_ of 20\_\_\_\_\_.  
Course-Number-Section Semester

Assignments completed/graded to date	Requirement required for final grade determination
Ex. 5 quizzes, writing assignment one, exam 1 and 2	Ex. Final Exam, project title, final paper (be specific)

Is this course a prerequisite for any preregistered classes? \_\_\_\_\_ If so, which course(s) \_\_\_\_\_  
Yes/No

If yes, I understand I will be dropped from the class because I do not meet the required prerequisite. \_\_\_\_\_  
Student's initials

Date incomplete work is due to instructor: \_\_\_\_\_  
(Date not to exceed the last day of the next regular semester)

**I understand the requirements as stated above and that it is my responsibility to follow up with my instructor.**

Student's signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

In lieu of the student's signature, a copy of the student's electronic confirmation of the specified requirements and deadline may be attached.

Instructor's signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

When all fields on this form have been completed, and no later than the deadline for final grades for the current semester, the instructor or departmental representative will submit this form to the Office of the Registrar.