



## CRITERIA AND GUIDELINES FOR ASSIGNING AN INCOMPLETE GRADE

**The following criteria must be met for consideration for assigning an incomplete grade:**

An Incomplete signifies (1) that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified reasons beyond the student's control, and (2) that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. The conditions for removal of the Incomplete shall be put in writing by the instructor and given to the student, approved by the EdD Director and filed with the EdD office. A final grade will be assigned when the work agreed upon has been completed and evaluated.

Any Incomplete must be made up within the time limit set by the instructor; in any case, no more than one calendar year following the end of the term in which the Incomplete was assigned. Failure to complete the assigned work will result in an incomplete reverting to either a "NC" or "F".

In cases of prolonged illness or any emergency which necessitates an extension of time to complete the course, the student may petition the EdD program. Students may not be permitted to graduate until all Incompletes are removed.

**Instructions to Instructor:** Complete the page below, including obtaining the student's signature. Retain a copy for personal records, file a copy in student's file, and provide a copy to the student.

<b>Course Number:</b>	<b>Course Title:</b>	<b>Term Offered:</b>

Assignment(s)	Deadline Date to Complete Work	Highest Possible Grade for the Course

<b>Student's Name</b>	<b>Student ID#</b>

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor:** By signing below, I approve the student's request for an incomplete grade,

**Instructor's Signature** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_