

INCOMPLETE COURSEWORK



South Central College

FARIBAULT • NORTH MANKATO

A student may initiate a request for an incomplete grade in a course in the event that extraordinary circumstance prevents completion of the course.

Assignment of the incomplete grade is at the discretion of the instructor. The following criteria must be met before an incomplete grade will be assigned:

- 1) The student has attended a majority of course meetings and completed a majority of the coursework requirements.
- 2) All remaining work must be completed by a mutually agreed upon date by the student and the instructor, or no later than the FALL or SPRING term following the term during which the incomplete was granted.
- 3) The request for incomplete must be submitted on the Incomplete Grade Request Form, signed by the instructor and the student, and submitted to the Academic Deans Office.
- 4) Incomplete work must be completed by the date indicated below. If the remaining work is not completed by the due date, the Incomplete (I) grade will revert to the grade of F.
- 5) The student shall not re-register for the course while completing the remaining work.

Student Name: _____ STAR ID or Student ID Number: _____

Major/Program: _____ Advisor: _____

Course Title: _____ Term: _____ Instructor: _____

Work Remaining: _____

Reason for Incomplete: _____

UPON COMPLETION OF THE COURSEWORK

Incomplete grade must be completed by _____ (specific date), or no later than the FALL or SPRING term following the term during which the incomplete was granted. If the remaining work is not completed by the date indicated above,

- Grades of I will revert to F, or
- Faculty will submit a grade change form to adjust grade as warranted.

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____

Academic Dean Signature _____ Date: _____