



The Graduate School
 Division of Graduate Education
 600 Lincoln Avenue
 Charleston, IL 61920

Procedure and Form for Assigning and Removing Incomplete Graduate-Level Grades

This document outlines the procedures for assigning and removing an incomplete grade at the graduate level. As each step is completed a copy of this document along with the plan for completing the required course work is submitted to the program chair or graduate coordinator. Refer to the *Graduate Catalog* for a description of the policies related to assigning an incomplete grade.

Step 1: Assignment of Incomplete and Default Grade.

The instructor completes this section and submits the Assignment of Incomplete/Alternate Grade Form to the Records Office. (This form is available in the department or the Records Office.)

Student Name	
Student ID Number	
Course & Section Number	
Instructor	
Term and Year Incomplete Assigned	
Reason for Incomplete	
Default Grade	
Date Default Grade Submitted to Records Office	
Date Student Notified of Default Grade	
Date Chair/Coordinator Notified of Incomplete and Default Grade	

Step 2: Submission of a Completion Plan.

The instructor and student complete this section and develop a Completion Plan that describes how the course requirements will be met and provides a timeline for completing the work. The deadline for submitting the plan is mid-term of the next term the student is in residence or no later than mid-term of one calendar year from the end of the term in which the grade of "I" was received.

Date Completion Plan Approved by Instructor	
Date Completion Plan Submitted to Chair/Coordinator	

Step 3: Decision on Completion of Required Course Work.

The instructor decision regarding successful completion of the course requirements is recorded in this section. If the work is successfully completed, the instructor also submits the Grade Correction Form to the Records Office. The deadline for completion of the course requirements is the Last Class Day published in the Class Schedule of the next term the student is in residence or no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received.

Incomplete Work Successfully Completed by Deadline	Check: Yes ____ No ____
Date Grade Correction Form Submitted to Records Office	
Date the Chair/Coordinator Notified of Decision	

Additional Comments: