

GUIDELINES AND CRITERIA FOR ASSIGNING AN INCOMPLETE
(PSU Bulletin 2006-07, page 52)

A student may be assigned an I grade by an instructor **when all of the following four criteria apply:**

1. Quality of work in the course up to that point is C- level or above.
2. Essential work remains to be done. "Essential" means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.
3. Reasons for assigning an I must be acceptable to the instructor. The student does not have the right to demand an I. The circumstances must be unforeseen or be beyond the control of the student. An instructor is entitled to insist on appropriate medical or other documentation.
4. Consultation must have occurred and a formal agreement must be reached between instructor and student.

The deadline for completion of an Incomplete can be no longer than one year. The instructor may set a shorter deadline, which shall be binding. An agreement to a longer period must be by petition to the Scholastic Standards Committee.

Failure to make up the incomplete in an undergraduate course by the end of one calendar year will result in the mark of I automatically changing to a grade of F or NP, depending on the grading option chosen by the student at registration. The instructor, department chair, or dean may set earlier deadlines.

For graduating students, incompletes in undergraduate courses awarded fall term 2006 or later will be automatically changed to a grade of F or NP prior to conferral of the degree. The faculty of record must file supplemental grade changes no later than thirty days after the degree is awarded. Grades of F or NP will remain on the academic record after the degree is awarded and cannot be removed.

CONTRACT BETWEEN STUDENT AND INSTRUCTOR FOR GIVING AN INCOMPLETE

Due to student unforeseen circumstances, which are acceptable to the instructor, _____ will complete the following assignment(s)/exam by the stated deadline for the following course:

_____ CRN: _____ Term _____ Year _____

Assignment(s)/Exam	Deadline to turn in to Instructor	Highest grade that can be earned on this assignment/exam

The work of this student to date is at "C-" level or above, and I have agreed to the above contract.

(Instructor's Signature) (Instructor's Printed Name) (Date)

I agree to complete the assignments above and turn them in to the instructor by the date indicated. I understand that if I fail to complete the assignments by the agreed upon date the "I" will change to an "F" on my transcripts.

(Student's Signature) (Student's Printed Name) (Date)

(Student's ID number)

Original to Instructor

Copy to Student