

Incomplete Grade Form

A grade of Incomplete (IN) may be given to students to allow additional time to complete course requirements. A student may not request a grade of Incomplete in an attempt to raise the grade. The student should complete this form with the course instructor and return the signed form to the School of Nursing Registrar by the first day of final exams.

NOTES:

- Practicum extension requests are intended for extraordinary circumstances. They can only be extended if there is an agreement with the preceptor and the faculty and the Program Coordinator. Faculty must be available and accessible to students when they are in practicum.
- Clinical extension requests are intended for extraordinary circumstances. They can only be extended if there is an agreement with the clinical instructor and the course faculty. Faculty must be available and accessible to students when they are in clinical.

Student Name: _____

Course: _____

Student's Advisor: _____

Date by which work will be completed and grade submitted: _____

Academic requirements that must be met in order to remove the grade of Incomplete: _____

Required Signatures

Student: _____ Date: _____

Instructor: _____ Date: _____

Assistant Dean for Academic
and Student Services: _____ Date: _____

If this request is for an extension for practicum hours, please complete the following information as well:

Preceptor name: _____

Preceptor Contact Information: _____

Policies:

Undergraduate: A grade of Incomplete becomes a grade of F 30 days after the end of the examination period if a signed Incomplete Grade Form, with a future completion date noted, is not submitted.

Graduate: A grade of Incomplete becomes a grade of F 200 days after the end of the examination period if a signed Incomplete Grade Form, with a future completion date noted, is not submitted.

All Students: Students with two or more grades of Incomplete (in the same semester or cumulatively) may not continue in the program until at least one grade of Incomplete is removed.