



# RECORD OF INCOMPLETE GRADE

**PLEASE READ CAREFULLY!**

- The assignment of an Incomplete (I) grade indicates a *portion* of the coursework has not been completed. Therefore, repeating or retaking the course without registration for the same is not an acceptable condition for the issuance of the incomplete and **WILL NOT** be permitted.
- **The deadline date for the "I" CANNOT exceed one semester beyond the original semester of registration.**
- Any grade must be submitted by the instructor through Medaille 360 no later than the deadline date. If a grade is not submitted by the stated deadline date, a grade of an "F" will be issued.
- All extension requests (a *maximum* of one additional semester) **MUST** be made by the instructor to the Registrar and received by the Registrar's Office before the deadline date.
- A grade of "F", once issued, **CANNOT** be changed. A student will have to re-register for the course in order to receive credit upon completion of the course requirements.
- It is the responsibility of the **STUDENT** to fulfill the requirements stated, in order to remove the grade of an "I" from his/her record. Students assume the risk of not being able to complete the study if a faculty member is no longer on the staff of Medaille College.
- Any student on academic probation **MUST** have prior approval from their advisor to be issued an incomplete grade.
- Any student receiving an Incomplete (I) grade **WILL NOT** be considered for Dean's List or Merit List status during the semester in which the Incomplete was issued.

**\*\*The completed form, with both student and instructor signatures, must be returned to the Registrar's Office by the instructor no later than the grade due date/time for the semester.\*\***

ALL of the following information is required (if a form is returned incomplete it will not be accepted).

Student Name	Student ID Number		
CRN	Course # & Section #	Current Semester	Instructor Name

**COMPLETION DEADLINE:** \_\_\_\_\_

The above named student is awarded an "I" grade because he/she was unable to complete *a portion* of remaining work for the course within the regular time period due to **extenuating circumstances**. The grade will be changed when the student has completed the following requirements:

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***We the instructor and student, understand and do abide by the requirements as stated on this form.***

Instructor's Signature & Date (Required)	Student's Signature & Date (Required)
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REGISTRAR'S OFFICE USE ONLY:		
Date Form Received:	Date Form Processed:	Date Grade Changed:
Received By:	Processed By:	Grade Changed By: