



# SNOW COLLEGE

## INCOMPLETE GRADE AGREEMENT

### POLICY.

An incomplete grade may be assigned if, in the judgment of the instructor, there is sufficient reason, such as illness or other extenuating circumstances, which prevent the student from completing the work for the course. Documentation of such circumstances should be requested.

The time extension should, in most cases, not exceed one academic semester, and may not exceed one calendar year. After one year, "I" grades will be equated as a (0.0) grade.

### PROCEDURE.

1. Obtain an "Incomplete Grade Agreement" form from the Office of Registration and Records.
2. The student is to complete Sections I and II.
3. The instructor completes Section III.
4. The instructor, student, and division dean sign in Section IV.
5. Make two copies of the agreement. One goes to the student and the other copy goes to the instructor. The original goes to the Office of Registration and Records.
6. When the work has been completed, the instructor should submit a "Change of Grade" card to the registrar. If this is not done within one year, the "I" will be recorded as a 0.0.

### SECTION I.

Student Name: \_\_\_\_\_ Badger ID# \_\_\_\_\_  
Course (Dept. & Course #): \_\_\_\_\_ CRN: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

### SECTION II.

Why were the course requirements not completed? \_\_\_\_\_  
\_\_\_\_\_

### SECTION III.

Specific requirements to be completed: \_\_\_\_\_  
\_\_\_\_\_  
Required completion date: \_\_\_\_\_

### SECTION IV.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Division dean's signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Remember: One copy to the Registration Office, one to the student, and one to the instructor.