INCOMPLETE GRADE POLICY – An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an “F”. Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the “F”.

Student’s Name (Last, First) _______________________________________________ Student’s ID#____________________________

CRN _______________ Course Number/Title______________________________________ Credit Hours_____________

Semester_____________ Year_____________ Instructor________________________________________________________

Revised grade from Inc to _______. Instructor’s Signature________________________________________________________

GRADE CHANGE POLICY – A course grade change must be approved by the instructor, chairperson and dean. The approved grade change must be submitted to the registrar prior to the end of the next regular (Fall/Spring) term after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

Revised grade from _________ to ____________

Justification for Grade Change (required):

All signatures indicated below are required for a grade change and must be obtained before processing will be completed.

__________________________/_____/_______  ____________________________/_____/_______
Instructor’s Signature   Department Chairperson

__________________________/_____/_______
Dean

Revised grade completed in Registrar’s Office on ____________ by _________

Submit this form to the Registrar’s Office, Eder Hall 102.