

AUGSBURG COLLEGE

Application for Incomplete Grade Instructions

An incomplete grade, or "I," should be given only in the case of extreme emergency. To receive an incomplete grade a student must receive permission of the instructor of the course, must file a form (available in the Enrollment Center) stating the reasons for the request, the work required to complete the course, the plan and date for completing the work, and comments from the instructor, and must return the form to the Registrar's Office by the time grades are due for the term.

Student Instructions:

1. Fill out the top portion of the form completely.
2. Sign & Date.
3. Give to Instructor to complete the instructor portion. *It is your responsibility to get the instructor portion completed.*

Instructor Instructions:

1. Complete instructor portion completely
2. **Make sure a completion date is assigned.** The necessary work must be completed in enough time to allow evaluation of the work by the instructor and filing of a grade change before the final day of the following Semester.
3. If the work is not completed by that date, the grade for the course becomes a "0.0" or "N" if the course was taken with the "P/N" grade option.
4. Sign & Date.
5. Return to Registrar's Office on or before the due date of grades for the term. Drop off at the Enrollment Center or mail to CB #71.

An incomplete "Application for Incomplete Grade" will be returned to the student unprocessed.

This portion is to be filled out by the student. Additional pages may be attached.

Name: _____ Email Address: _____

Student Address: _____ City _____ St _____ Zip _____

Student ID #: _____ Campus P.O. Box #: _____ Phone #: _____

Department & Course #: _____ Title: _____

Instructor: _____ Program: _____ Term & Year: _____

An incomplete grade may be given only in the case of extreme emergency. (Augsburg College Catalog). Describe the emergency which prompts this application. Include documentation to verify the emergency. _____

List and describe specifically the work required to complete the course. (e.g. "A ten-page research paper on subject. A comprehensive final examination.") _____

Describe the plan for completing the work which has been agreed upon with the instructor, including dates for completion. _____

I understand what is required to complete the course and understand that I must complete the remaining work by the date above or my incomplete grade will become a grade of 0.0

Student's Signature: _____ Date: ____/____/____
(Required)

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The following portion is to be filled in by the instructor. (Due Dates Required)

Instructor's comments: _____

The remaining work represents _____ % of the final grade.

I believe this is a legitimate emergency and expect the student to complete the missing requirements by:

_____/_____/_____ and grade to be submitted to the Registrar's Office no later than: ____/____/____

*(Course work completion date not to exceed the final day of the following term.
Grade due date not to exceed the final grade due date of following term.)*

Instructor's Signature: _____ P.O. #: _____ Date: ____/____/____
(Required)

Email Address: _____ Phone #: _____

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Registrar's Office Use Only

Date Received _____ "I" Grade Entered _____ Copies Sent _____