

Lewis & Clark College

INCOMPLETE GRADE ASSIGNMENT



College of Arts and Sciences

Office of the Registrar

Phone 503.768.7335 | Fax 503.768.7333

E-mail reg@lclark.edu | www.lclark.edu

Instructions & policy on reverse - or page 2 if single sided

STEP 1 ELIGIBILITY (Check one box below)

An incomplete grade is used when circumstances beyond the control of the student prevent completion of the coursework – medical concern, death or serious illness in the family, etc. It is intended for use when a small number of assignments or the final exam is outstanding. *Students who would be required to attend additional class sections to complete the course should instead withdraw and enroll in the course in a future semester.*

A student who has been awarded an incomplete grade cannot withdraw from the course at a later time.

Choose one:

- The student:
- has experienced an extenuating circumstance beyond the control of the student
 - has missed no more than two consecutive weeks of class and has a limited number of assignments or exams which must be completed
 - would not need to attend additional class sessions
- The student has an extenuating circumstance which falls outside of the criteria listed above
- Instructor has contacted the Office of the Dean to discuss the incomplete grade option and has obtained approval. Signature of Associate Dean: _____ Date _____

STEP 2 STUDENT AND COURSE INFORMATION

Student Name (First MI Last) _____ LC ID# _____

Course & Section #: (Ex: HIST-110-02) _____ Instructor's Name _____

Semester/year: (Ex. Fall 2015) _____ Last date of class attendance: _____
(must be within 2 weeks of the end date of the course unless otherwise approved by the Dean's Office)

STEP 3 COURSEWORK, DEADLINES AND AGREEMENTS

Description of outstanding work which must be completed: _____

Student agrees to submit the outstanding work:

- no later than the 4th week of the following semester (see info on reverse if an extension is necessary)
- no later than: _____ (specify **earlier** due date)

Instructor agrees to evaluate the work and submit a replacement grade within 7 days of the assigned due date.

DEFAULT GRADE If no further work is completed by the student the default grade for the full semester will be: _____ (A - F for letter graded courses, or CR/NC)

Student Signature _____ Faculty Signature _____ Date: _____

CORE Director's approval if CORE 106 or 107: _____ Date: _____

For Office Use Only

INC Grade & Due Date Recorded Date: _____ Initials: _____

INSTRUCTIONS FOR FACULTY:

1. **Complete the form with the student.** All requested information must be provided, including signatures of both the faculty member and student. The CORE Director's signature is required if the course is a CORE course. (If the student has left the campus due to emergency, contact the Office of the Dean for specific instruction regarding student's signature.)
2. **Submit the form prior to the end of final exams.** The faculty member must submit the form to the Office of the Registrar. (Forms will not be accepted from students.) Form must be complete and signed by all parties. The original form is preferred, but a scan or fax will be accepted. Please keep in mind that forms sent via Campus Mail may take several days to be delivered – we recommend you deliver the form in person, or email or fax a copy to the office. **Email:** grades-cas@lclark.edu **Fax:** 503-768-7333
 - Upon receipt, the Registrar's Office will record the incomplete grade and due date. Copies of the form will be forwarded to the student, instructor and advisor, for their records.
 - The completed coursework must be submitted to the instructor of record no later than the end of the fourth week of the following semester, unless an earlier deadline is specified by the instructor. Note that incomplete grades for CORE 106 or 107 require the approval of the CORE Director.
 - The replacement grade should be submitted by the faculty member via the [Supplemental Grade Report](#) form. If a replacement grade is not submitted prior to the replacement grade deadline, the default grade will be recorded.
3. **Extensions** may be granted if there is significant concern that an extenuating circumstance may prevent the student from completing the work by the previously established deadline. Faculty are encouraged to seek guidance from the Office of the Dean prior to granting an extension. PLEASE NOTE THAT EXTENSIONS MUST BE FILED PRIOR TO THE ORIGINAL EXPIRATION OF THE INCOMPLETE GRADE.
 - If an extension is necessary, an [Incomplete Grade Extension](#) request form must be filed with the Office of the Registrar. Forms are available in the Registrar's Office or on the [Faculty page](#) of the Registrar's Website.

EXCERPT FROM GRADING POLICY

An Incomplete grade may be assigned at the discretion of the instructor when circumstances beyond the control of the student prevent completion of the course. It is intended for use when a small number of assignments or the final exam is outstanding. An Incomplete grade for CORE 106 or CORE 107 must also be approved by the Core director. It is the responsibility of the individual faculty member—in consultation with the student and/or the Office of the Dean—to decide whether the student has a legitimate reason for not completing the work on time. The Office of the Dean provides guidance when an extensive number of classes have been missed or other questions arise. Note that students who would be required to attend additional class sections to complete the course should instead withdraw and enroll in the course in a future semester.

When an Incomplete grade is assigned, the completed coursework must be submitted to the instructor of record no later than the end of the fourth week of the following semester. (Instructors may set an earlier deadline.) Extensions may be requested by the faculty member if a further extenuating circumstance prevents the student from completing the work by the previously arranged due date. Extensions must be requested on the Incomplete Grade Extension form and must have the approval of the CORE director in the case of CORE 106 or CORE 107. An Incomplete for a CORE course cannot be carried longer than six months from the end of the semester in which the course was taken. **In no case will an Incomplete grade be carried longer than 12 calendar months from the last day of the semester in which the course was taken.** An Incomplete grade may not be carried beyond a student's graduation date. Upon expiration, an unresolved Incomplete grade will be changed to the listed default grade consistent with the grading option for the course.