

EASTERN MICHIGAN UNIVERSITY™

Requirements for Conversion of an Incomplete ("I") Grade

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

This form must be completed by an instructor assigning an "I" grade to a student and returned to the department/school office. The department head/school director will keep a copy on file, return a copy to the instructor, and give or send a copy to the student.

Date: _____

Student's Name: _____ Student ID: _____

Student's e-mail: _____ Phone #: _____

Course Number: _____ Course Title: _____

Section CRN: _____ Semester and Year: _____

Instructor: _____ Instructor e-mail: _____

An "I" grade is awarded only when a majority of the student's work has been completed and the work has been of acceptable quality ("C" or better for an undergraduate student, "B" or better for a graduate student), but the required amount has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to nonattendance.

Please verify that conditions for an Incomplete grade are satisfied:

The student has completed the majority of the work in the course

Check if True

*The student's work in the course to date is of acceptable quality
("C" or better for an undergraduate student; "B" or better for a graduate student)*

Specify the work to be completed (attach an additional sheet as needed):

Note: This should reflect the fact that the majority of the work for the course was completed at an acceptable quality. In particular, the suggestion to sit in the course in a later semester and redo the work is not appropriate. If one or both of the verifications above are not checked or if the work to be completed appears to be inconsistent with the conditions, the department head/school director will refer forward the form to the Dean for discussion with the instructor.

The instructor may set a deadline for completion of the work. The deadline must be within one year of the end of the semester in which the course was taught. (Note, the deadline for completion may be less than a year, based on the faculty member's judgment of an appropriate timeframe for completion of the course requirements.)

Deadline for Completion: _____ (If no deadline is specified it is presumed to be one year.)

Default Grade if Work is not Completed: _____ (Must be an allowable grade under the original grading options for the course.)

The instructor may submit a change of grade at any point between the specified deadline and one year after the end of the course.

Signature of Student (if possible)

Date

Signature of Instructor

Date

Department Use Only: Verification that a copy of this document was provided to the student

Method: delivered in person sent by mail sent by e-mail Other _____

Date Sent: _____ Signature of Department Head/School Director: _____