

### Incomplete Grade Form

As noted in Friedman’s Policies and Procedures Handbook, a student who, due to unusual circumstances, is unable to complete the work of a course by the end of the semester may request permission from the instructor to take a grade of Incomplete. The decision to allow a grade of Incomplete, with or without a reduction of grade for lateness, is at the discretion of the instructor. If an Incomplete is taken, the work must be completed and a grade assigned by the end of the next semester. If the work is not submitted by this deadline, the course grade given will become an F. If a student submits the course work by this deadline, the instructor may do either of the following:

1. Refuse to accept the work as fulfilling the course requirements, in which case the grade F will be assigned;
2. Accept the work as fulfilling the course requirements, with or without a reduction of the course grade had the work been submitted during the semester, and submit a change of grade for the course to the Office of Student Affairs.

A student who wishes to make up course work from an Incomplete that has turned to an F must first check with the instructor to be sure that the instructor will accept the late work and, if so, with or without a grade reduction.

\*\*\*\*\* Please complete the information below and submit to Michelle Frankfort (michelle.frankfort@tufts.edu) or drop-off the form to the Friedman Office of Student Affairs, Jaharis, Room 123. A grade of Incomplete ("I") indicates that a student has completed substantial work in the course but requires some additional time to complete the work. Awarding a grade of "I" is at the discretion of the instructor. Students should not normally receive an "I" in their last semester when they are planning to graduate. **IMPORTANT:** Student should be informed by the faculty member about the "I" and the deadline for completion of work.

**Student:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Course Number and Title:** \_\_\_\_\_

**Semester and Year Taken:** \_\_\_\_\_

**Indicate the nature of the work that remains to be completed. Unless otherwise negotiated, incompletes must be made up by the end of the semester immediately following the one in which the course was given:**

**Are there any additional conditions for completing the course? (Specify):**

**Deadline for Completion of Work:**      **Standard deadline** (by the end of the following semester so if the Incomplete is for a Fall 2016 course, the "Standard" deadline would be when Final Grades are due in SIS for Spring 2017)

\_\_\_\_\_ **Early deadline (specify date):** \_\_\_\_\_ (earlier than the "Standard" deadline)

\_\_\_\_\_ **Later deadline (specify date):** \_\_\_\_\_ (later than the "Standard" deadline)

**The grade that will replace the "I" if work is not completed by the deadline listed above is an F.**

**Important to Note:** When the work is completed, the instructor must submit a Change of Grade form, otherwise the default grade of "F" will replace the "I" automatically in SIS. Faculty reserve the right to change grades subsequently, but are under no obligation to do so.

\_\_\_\_\_  
**Instructor Signature**

**Date** \_\_\_\_\_