

INCOMPLETE COURSE GRADE (I)

CCAS Undergraduate Studies Office 801
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Arts &
Sciences

The symbol I (Incomplete) indicates that a satisfactory explanation has been given to the instructor for the student's inability to complete the required course work during the semester of enrollment. At the option of the instructor, the symbol I may be recorded if a student, for reasons beyond the student's control, is unable to complete the work of the course, and if the instructor is informed of, and approves, such reasons before the date when grades must be reported.

Name: _____ GWid:

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Last Name First Name M.I.

Daytime Phone: _____ GW E-mail: _____@gwmail.gwu.edu

CRN	SUBJECT	COURSE NUMBER	SECTION	CREDITS	TITLE	INSTRUCTOR NAME

Has the student's prior performance and class attendance in the course been satisfactory up until this date? Yes No

Has the student presented adequate reasons/documentation for the inability to complete remaining assignments on time? Yes No

Has the student completed the majority of coursework required for the class? Yes No

Have you included the most up-to-date syllabus for the course with the contract? Yes No

Do you understand that once an Incomplete is given, the student cannot re-enroll in the course or "sit-in" on the course in a future term? Yes No

What work must the student do to complete the course? Identify, specifically, the type of work product (e.g. paper, exam) and the number of assignments.

How will the semester grade be computed? Identify all elements in the final grade and attach any necessary materials so that the grade can be computed in your absence.

All work to be completed by*: _____
**May not exceed one calendar year*

Academic Departmental Approval(s)

Instructor Approval: _____ Date: _____

If Part-time Instructor, Chair Approval: _____ Date: _____

I have reviewed the conditions above and as stated in the current *University Bulletin* by which I will be assigned an Incomplete and understand what I must do to meet them.

Student Signature: _____ Date: _____