

**CRITERIA AND GUIDELINES FOR ASSIGNING AN INCOMPLETE (“I”)
(PSU Bulletin 2005-06, pg. 64)**

A student may be assigned an I grade by an instructor *when all of the following four criteria apply:*

- 1) Quality of work in the course up to that point must be C level or above.
- 2) Essential work remains to be done. “Essential” means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.
- 3) Reasons for assigning an "I" must be acceptable to the instructor. The student does not have the right to demand an "I". The circumstances must be unforeseen or be beyond the control of the student. An instructor is entitled to insist on appropriate medical or other documentation. *In no case is an “Incomplete” grade given to enable a student to do additional work to raise a deficient grade.*
- 4) A written agreement, signed by both the student and the instructor, should include a statement of the remaining work to be done to remove the "I" grade, and the date, **not to exceed one year from the end of the term of enrollment for the course**, by which work must be completed in order to earn credit toward the degree. The instructor may specify the highest grade which may be awarded upon completion; the grade awarded should not exceed the level of achievement attained during the regular course period.

An Incomplete grade becomes part of the permanent transcript after the deadline expires, unless a retroactive withdrawal is approved by a petition to the Graduate Council. *To remove an Incomplete, an instructor must file a supplementary grade report within one year (i.e., by the end of Fall term 2005 for a course registered for Fall term 2004). The instructor cannot extend the deadline beyond this date.*

CONTRACT BETWEEN STUDENT AND INSTRUCTOR FOR GIVING AN INCOMPLETE

Due to student unforeseen circumstances, which are acceptable to the instructor, the student listed below will complete the following assignments by the deadline stated for turning in the work to the instructor for this course: _____ CRN: _____ term: _____ 200__

Assignment(s)	Deadline Date to Turn in to Instructor	Highest Grade That Will be Awarded

The work of this student to date is at “C” level or above, and I have agreed to the above contract.

_____ (instructor’s signature) _____ (print instructor’s name) _____ (date)

I agree to complete the assignments above and turn them in to the instructor by the date indicated.

_____ (student’s signature) _____ (print student’s name) _____ (date)