

I-Grade Course Completion Plan

Form Rev. Oct. 2013

I Grades: A grade of **I** is not counted in the grade-point average until it is resolved into a final grade. The same procedure is used to change an **I** grade as stated in Change of Grade. However, a grade of **I** must be resolved within one calendar year following the semester in which the **I** grade was received, or the **I** grade will automatically be changed to **F** (or **U** where applicable).

Policy and Procedure Manual (2.7.1.1.3 Absence and Class-related Duties)

d. The Grade of I (Incomplete). The incomplete (I) grade should only be used when, due to circumstances beyond his or her control, the student is unable to complete all requirements for a course. The grade of I will not be given to a student doing unsatisfactory work. If an “**I**” is deemed appropriate by the instructor of record, a course completion plan shall be filed with the Department Head. The course completion plan shall outline work completed with an evaluation and an outline of the work to be completed. This plan shall be signed by the instructor of record and the Department Head and a copy shall be sent to the student at the student’s address of record. (See the Nicholls State University Catalog section on **I** grades). Section below titled *Maintaining Records* contains information about keeping records for the **I** grade.

o. In the case of **I** grades, all records must be kept for 3 semesters following the semester in which the **I** grade was given. In the event of severance from the University, faculty members shall leave such records with the Department Head, who shall retain them for the proper duration.

DATE: _____ **SEMESTER:** _____

Course Subject: _____

Course Number: _____ Section: _____

Course Title: _____

Department Head (Please Print): _____

Instructor of Record (Please print): _____

Student's Name: _____

Student Number: N _____

Please outline below the work completed with an evaluation of the work completed:
(You may use the back of this form or provide attachments.)

Please outline below the work that needs to be completed (be as specific as possible):
(You may use the back of this form or provide attachments.)

Timelines for completion of the work (based on University Bulletin guidelines):

List of attachments (other than syllabus):

(Signature of Instructor of Record)

(Signature of Department Head)