

New Mexico Highlands University

INCOMPLETE GRADE FORM

This form will be filled out for each student and in each class where an incomplete is given. Please be as specific as you can as to what must be done in order to remove the incomplete. A copy will be mailed to the student by the Registrar's Office after all signatures have been obtained. Thank you for your help and cooperation.

Incompletes are given only when circumstances beyond the student's control prevent completion of the student's work within the established time. (Students should not re-register for the course in which an incomplete has been assigned. **If a student re-registers for such a course, the incomplete will be changed to an "F" as soon as the grade is recorded for the re-registration.**)

Please Type or Print the Necessary Information Requested:

****CRN#** _____

Needed

(**Both Required)

STUDENT'S NAME: _____

****ID#** _____

Needed

COURSE NO. AND TITLE: _____

INSTRUCTOR'S NAME: _____ DEPT. _____

SEMESTER: FALL 20 ____ SPRING 20 ____ SUMMER SESSION 20 ____

EXTENUATING CIRCUMSTANCES FOR INCOMPLETE: _____

WORK TO BE COMPLETED BEFORE THE INCOMPLETE CAN BE REMOVED:

1. FINAL EXAMINATION: _____ 2. TERM PAPER: _____

3. OTHER: _____

GRADE STUDENT HAS EARNED TO THIS POINT (circle one) A B C D F S

What percentage is this of the total grade? _____

INSTRUCTIONS FOR COMPUTING GRADE: _____

DATE BY WHICH WORK MUST BE COMPLETED: _____

NOTE: The instructor has the option to set a terminal date of less than one year. Incompletes must be removed promptly. Arrangements should be made with instructors in the semester immediately following the award for removal of the incomplete. Those not complete within one year automatically become an "F" for both undergraduate and graduate students.

Student's Signature (if appropriate)

Date

Instructor's Signature

Date

Chair/Coordinator

Date

Approved: Dean

Date