

Incompletes for Students Called to Military Active Duty

AA/PPS 02.02.20

08.03 When a student chooses to complete a class at a later date, an "I" grade may be assigned.

The student will be allowed to complete assignments or take examinations from which they were excused within a reasonable time after the absence, up to one year following completion of active duty assignment.

A student who fails to satisfactorily complete assignments or examinations within the required timeframe, one year following the completion of active duty assignment, will receive a final letter grade of "F."

***Students should not re-register for courses in which they have received grades of Incomplete.**

STUDENT: _____ ID: _____ SEMESTER/YR: _____

COURSE/NUMBER/SECTION: _____ COURSE TITLE: _____

INSTRUCTOR: _____ DATE _____

Instructor's Deadline for Completion: _____

(Can be no later than one year from grade posting deadline)

Nature of Work to be Completed (if a paper, length and topic; if an examination, type and material to be covered):

Unless otherwise indicated by of the instructor, a grade of "F" will be assigned if no additional work is done.

Additional Stipulations/Comments:

Student Signature

Instructor Signature

College

A copy of this contract should be retained by the instructor and a copy given to the student.