

Department of East Asian Languages and Cultures

Incomplete Grade Form

Indiana University requires that for all incomplete grades assigned, the department keep a record of the information included on this form. Instructors of EALC classes must complete this form with the student and retain a copy for their records. The originals of this form will be kept on file in the EALC departmental office.

Before assigning an incomplete, instructors should review the policies on incompletes set by the Office of the Registrar and in the Academic Handbook published by the Office of the Vice Provost for Faculty and Academic Affairs.

One year's time is allowed to complete the course before the incomplete will lapse to an "F".

Student Name: _____ Student ID number: _____

Course Number : _____ Section Number: _____ Credits _____ Semester/Year: _____

Date incomplete will lapse to "F": _____

- Reason for assigning incomplete:

- To complete the work for this course and earn a letter grade, the student must do the following:
 - o **Include tasks and a timeline for completion.** (Please attach a separate page if more space is required.)

- In the event that this instructor becomes unable to complete the course with the student within one year, the following course of action and possible letter grade is suggested:

Instructor's Signature Date Student's Signature Date

Completing the Course: The instructor should initiate an eGrade Change in SIS to assign the letter grade unless the course is an independent study. The administrative secretary will process grade changes for independent study courses. Either way, the instructor must complete this section at the end of the course:

Letter grade assigned _____ Date _____ Instructor Signature _____

Extension of Incomplete: If the student is unable to complete the coursework within one year, an extension of incomplete ("IX" grade) can be submitted in the eGrade Change system at the discretion of the instructor. Extension of incomplete requests will be reviewed by the student's Dean and are not guaranteed approval.

Reason for extension of incomplete:

Date extension of incomplete filed _____ Instructor signature _____