



## Assignment of an Incomplete (IN) and Requirements for Completion

Professors may assign a mark of Incomplete (IN) if a student submits documentation of illness or emergency that occurs after the withdrawal deadline. If a mark of IN is assigned as the student's grade, the professor will specify to the student all work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to the missing work when computing the final grade. A student must complete the IN by completing only the work that was not finished because of illness or emergency. Students may not submit previously graded work. Students cannot complete an IN by re-registering for the course, as this will result in tuition charges to the student.

Students must complete an IN within one year. If not completed within the specified time limit by the professor, the IN automatically becomes a mark of IX (expired Incomplete) and computes in the grade point average of as 0 points.

**To the Student:** It is your responsibility to complete the required work listed by the professor within his/her specified timeline.

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Semester \_\_\_\_\_ Course # \_\_\_\_\_ Class # \_\_\_\_\_ Units \_\_\_\_\_  
Professor's name \_\_\_\_\_

**To the Professor:** Below please indicate the reason for assigning a mark of IN as the student's grade.

Documented illness     Emergency circumstances

Provide a brief description. \_\_\_\_\_  
\_\_\_\_\_

Generally, only the omission of a final examination or submission of end-of-the-term written assignments are acceptable as missing work which qualifies a student to receive an Incomplete.

Please provide the following information:

Grade for work already completed: \_\_\_\_\_

Indicate work not completed:

Final examination: \_\_\_\_\_ Other (Specify nature of work) \_\_\_\_\_

Procedure student should follow to assure timely completion of work: \_\_\_\_\_

Weight to assigned to missing work when computing the final grade: \_\_\_\_\_  
\_\_\_\_\_

I understand the requirements for completion of the remaining work in this course.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Professor's Signature \_\_\_\_\_ Date: \_\_\_\_\_