

School of Library and Information Science

INCOMPLETE GRADES

Policy

All work in a course must ordinarily be completed by the last day of class. However, for exceptional reasons such as the student's verified illness, medical emergency, death in the immediate family, extreme hardship, or unusual circumstances beyond the student's control, an extension of time may be negotiated with the faculty member. In case an extension is desired beyond the last day grades are due, an "I" is reported on the student record.

Procedures

The student should meet with the faculty member to discuss the need for an incomplete and negotiate a completion date if the faculty member is willing to grant an incomplete. It is important that the student and the faculty member agree to a date when all the materials will be handed in for evaluation. The student should complete the attached Incomplete Grades form, and give it to the faculty member. The faculty member should sign the form and return it to the Student Services Center to report the agreed upon date by which the student is expected to complete all work in the course. This date will be confirmed by the Assistant Dean for Academic Affairs in a letter to the student.

Once course work is completed or the agreed upon date is reached, a course grade is then reported by the instructor and the "I" is replaced with the earned grade.

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Student information:

1. Student name and ID number: _____
2. Student email address: _____
3. Course no. and title: _____
4. Date of course completion: _____
5. Reason for incomplete: _____
6. Student signature: _____

Faculty information:

7. Assignments still due: _____
8. Date grade will be submitted to grades@simmons.edu: _____
9. Signature of faculty member: _____
10. Printed name of faculty member: _____
11. Program/concentration: _____