Pursuant to University Procedure 13.99.99.R0.06 Computation of Grade Point Averages, recording a grade of X requires the filing of this plan for completion which will be submitted with the official grade record sent to the department head who will forward it to the respective dean’s office.

Name of Student ________________________________  Campus Wide ID ____________________

Date of this Request ______________  Semester and Year ____________________________

Course Prefix__________  Number ________  Section ________  Credit Hours ______

Course Title ________________________________________________________________

Instructor ____________________________________________________________

Reason for Request (circumstances beyond student’s control which prevented student from attending classes during Finals Week or the preceding three weeks).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Deadline date for plan (not to exceed one year from the close of semester/term in which the graded was originally recorded). ____________________________

Specific steps necessary for the student to complete the X.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Contract requested by: ________________________________________________

(Student’s Signature)  (Date)

Contract agreed to by: ________________________________________________

(Instructor’s Signature)  (Date)

Contract approved by: ________________________________________________

(Department Head’s Signature)  (Date)

If the specific steps for completing the X are not successfully met by the deadline, the course grade will be changed to an F. If the work is completed after a grade of F has been assigned, the instructor will need to initiate a change of grade. See University Procedure 13.99.99.R0.07 Grade Changes and the form linked to that procedure.

**Once an incomplete has been assigned, the course cannot be dropped; a grade must be assigned.**

Filed in Dean’s Office: ____________________________________________

(Dean’s Signature)  (Date)