

MEXICAN AMERICAN STUDIES DEPARTMENT

NOTICE OF AN INCOMPLETE GRADE

Name	<input type="text"/>	Semester/Year	<input type="text"/>
Course Title	<input type="text"/>	Date Filed	<input type="text"/>
Course Number	<input type="text"/>	Code #	<input type="text"/>
		Units:	<input type="text"/>

To the Instructor:

A grade of incomplete may be granted at the discretion of the instructor. University policy states that a grade of Incomplete may be granted only for justifiable reasons when ***a student has completed 75% of the coursework and is receiving a passing grade for the work already completed***.

**To the Student:**

University policy stipulates that grades of Incomplete revert to an "F" or to a "No Credit" if work is not completed within one academic year. However, a faculty member may set a due date less than one academic year for completion of an examination or assignment to clear a student's Incomplete. The due date listed below for completion of outstanding assignments must be listed below.

Procedures to grant a grade of Incomplete:

1. List all grades for exams or assignments completed in class to date:

Assignments completed/Grade

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2. *Tentative* final grade based upon grades listed above:

3. List assignments or exams that must be completed and the due date:

Assignment(s) to be completed/Due Date

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File copies of this notice with the Graduate Coordinator with instructions for grading in case you are unavailable to clear the Incomplete, to permit the department to record the earned grade of the student.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Both Student and Instructor must sign this form and a copy must be filed in the Mexican American Studies Department office.