

**EAST TENNESSEE STATE UNIVERSITY  
COLLEGE OF NURSING  
"Incomplete" Grade Report**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Semester:
Fall ___ 20___
Spring ___ 20___
Summer ___ 20___

Course Number and Title: \_\_\_\_\_

The above named student is passing this course and is being assigned a grade of "Incomplete."

**Incomplete Grade Policy**

The incomplete grade indicates that a student was passing the course at the end of the semester, but due to circumstances beyond the student's control, was unable to complete the course requirement. It also indicates that the student has received consent from the instructor to complete the work for which an "I" is assigned. The "I" grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An "I" grade must be removed no later than one calendar year from the time the grade is awarded. An "I" grade not removed under the guidelines noted above will be converted to an "F." A student cannot withdraw from or drop a course after a grade of "I" has been assigned. To remove an "I" grade, the student must complete the work independently and must not register for the course a second time or attend the same course at a later time in order to complete the course requirements..... **For the complete policy regarding Incomplete Grades please see the appropriate catalog.**

Reason for incomplete: Final Exam \_\_\_\_\_ Test \_\_\_\_\_ Paper \_\_\_\_\_ Project \_\_\_\_\_

Other (Specify) \_\_\_\_\_

State all work to be completed before a final grade will be given:

All work must be completed by: \_\_\_/\_\_\_/\_\_\_ (No more than the end of the same term in one year.)

Student's Signature

Date

Instructor's Signature

Date

**NOTE:** Students who want to progress to courses for which the Incomplete course is a prerequisite must obtain the written permission of the appropriate chairperson(s).

**INSTRUCTOR:** Use an official Grade Change Form to assign a course grade. Forms are available in the Office of the Registrar. Grade Change forms are not to be carried by or in the possession of students.

Incomplete grade removed by submission of a Grade Change Form to the Office of the Registrar. (Attach a copy of the grade change form to this contract.)

Final Grade Assigned \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

Associate Dean for Undergraduate Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make copies and distribute as follows: Original -  
Copies -

Instructor  
Student  
Office of Student Services  
BSN Program Directors  
BSN Senior Program Director  
Clinical Coordinator