

## RECORD OF INCOMPLETE WORK

**INSTRUCTIONS FOR FACULTY:**

This form is to be completed by the instructor for each Incomplete ("I") given at the end of the term and returned to the Registrar's Office with the course grades.

**QUEENS POLICY:**

A student who has not fully satisfied the requirements of a course as a result of catastrophic circumstances (illness, death in family, accident) or unusual circumstances beyond the student's control may be given an "I" status. A status of "I" automatically becomes a grade of "F" if the student fails to make up incomplete work satisfactorily by the date indicated below.

The status of "I" must be changed to a grade no later than the dates specified:

<p><u>Undergraduate</u></p> <p>Fall 2008 ..... January 26, 2009</p> <p>Spring 2009 ..... September 14, 2009</p> <p>Summer 2009 ..... September 14, 2009</p>	<p><u>Graduate</u></p> <p>The status of "I" must be changed to a grade within one year from the end of the term in which the "I" was received.</p>
---	--

When the status of "I" has been removed, the instructor will change the "I" to the final grade on the original course roll in the Registrar's Office. The instructor should initial and date the change of grade. The Registrar's Office will send the student notification of the final grade.

\_\_\_\_\_  
Student Name Student ID #

\_\_\_\_\_  
Instructor Name Department and Course # Term in which Incomplete is given

Description of work not completed: \_\_\_\_\_

Reason work is incomplete: \_\_\_\_\_

\_\_\_\_\_  
Date by which work must be completed Instructor Signature Date  
*(refer to policy above)*

**THE DEADLINE FOR CLEARING INCOMPLETES HAS NOW PASSED.**

Please update the status of student with one of the choices below and return this form to the Registrar's Office.

- The work has been completed. The grade should be changed to \_\_\_\_\_.
- The work has not been completed. The grade should be changed to "F".
- The work has not been completed. Due to extenuating circumstances, the deadline for completion should be extended to \_\_\_\_\_.

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