

Guidelines for Approving a Request for Incomplete

A grade of **Incomplete** is awarded only when requested by a student and approved by the instructor. When a student requests an incomplete, the instructor should download a copy of the request form from the **myCNM “instruction”** link and provide it to the student.

The grade of **I** or **IC** is only given when unforeseen circumstances prevent a student who is passing the course from completing the coursework during the regular term and when the unforeseen circumstance happens after the drop date for the part of term in which the course is offered. Examples of unforeseen circumstances include a serious medical problem or other emergency.

If the work is completed by the completion deadline, the instructor should complete the grade change form available in Web for Faculty before midterm of the following term.

*Please follow these guidelines when assigning an **I** or **IC**. All boxes should apply.*

- 1.** Student made the request. In the case of a student who is unable to come into the office as a result of emergency or illness, the instructor may make a note of this in the “reason for” section and approve it on the student’s behalf.
- 2.** Student is passing the course and has completed the majority of the coursework. For example, if the student is doing passing level work and completing the missing work will enable the student to pass the course, then the **I** or **IC** is appropriate.
- 3.** The **I** or **IC** is not being used as a substitute for failing grade or an NC when the student is failing the course.
- 4.** Student will be able to complete the remaining coursework without additional instruction. Missed classes cannot be made up and students cannot sit in on the class the next term to get the missed information.
- 5.** Student is not requesting additional time to do better work or additional time due to the pressures of a normal academic work load. These **are not** sufficient reasons to give an **I** or **IC**
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- 6.** The faculty member has set a date by which the missed work is due. The student may have up to five weeks after the start of the next term to complete the course requirements for removing the **I** or **IC** grade, but it is the instructor’s prerogative to set the actual date for completing the work.
- 7.** The faculty member has clearly stated on the incomplete form the work that must be completed.
- 8.** The faculty member has gotten the appropriate signatures, made 3 copies of the signed form, and provided a copy to the student and to the School office.



Request for the grade of "I" or Incomplete

TO BE COMPLETED BY STUDENT:

_____		_____	
Last Name	First Name	CNM Student ID #	
Course # _____ Section # _____		Term	Year
Reason for requesting an Incomplete:		<input type="checkbox"/> Fall	_____
		<input type="checkbox"/> Spring	_____
		<input type="checkbox"/> Summer	_____

TO BE COMPLETED BY FACULTY MEMBER:

I approve this request _____ I do not approve this request _____

Sign Sign

Completion Deadline _____

NOTE: This date may be no later than 5 weeks after the beginning of the following term. Faculty member chooses the exact date.

Work to be Completed (be specific)

Current Grade in Class _____	Grade to be Given if the Work Is Not Completed* _____
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**Note: Grade listed here must be entered when posting final grades.*

Signatures

I understand that if I do not complete the above requirements by the deadline, my grade for this course will become _____. I understand that the Incomplete grade will prevent me from registering into courses for which this course is a prerequisite. I understand that the Incomplete may also affect my financial aid.

_____	_____
Student Signature	Date
_____	_____
Faculty Member Signature	Date
_____	_____
Dean or Associate Dean	Date

Please make three copies of this form: one for the student, one for the faculty member, and one for the School office.

Read the instructions and complete the checklist on the back of this page.