

**Eastern Virginia Medical School - School of Health Professions
Incomplete Course Report – Agreement and Action Plan**

Student: _____ Date: _____

Academic Program/Graduation Year: _____

Course Director: _____

Course: _____ Semester: _____

This is to advise you that an Incomplete has been posted for this course with the Registrar.

An Incomplete is not a final grade, but merely an indication to the Registrar that you have received permission from the course director to complete work beyond the scheduled end of this course. This agreement outlines your remaining course requirements and the date by which they must be completed. If you fail to meet those requirements by the deadline, the grade indicated below will be entered into your permanent record for this course. Deadlines may **not** extend beyond the mid-point of the semester following the reported Incomplete without written authorization from the Course Director and the Program Director.

Incomplete Grade Policy –

The grade “I” indicates assigned work yet to be completed in a given course or an approved absence from the final examination.

Incomplete Grade Procedure

When an instructor assigns a grade of “I,” a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but not later than the mid-point of the following grading period/semester unless special approval is granted by the Course Director and Program Director for extraordinary circumstances. The student must petition the Course Director and the Program Director for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Course Director and the Program Director, the “I” will convert to either an “F” or the grade as specified in the written agreement after the mid-point of the semester. An “I” grade may not be changed to a “W” under any circumstances.

Remaining Course Requirements:

Deadline for completion of these requirements: _____ (before 5:00 pm)

Failure to meet the above criteria by this deadline will result in a course grade of: _____

Student Signature: _____ Date: _____

Course Director Signature: _____ Date: _____

Program Director Signature: _____ Date: _____