

## Revised 7/1/20



**OFFICE OF THE REGISTRAR**

Student Name: \_\_\_\_\_ BearPass #: M

| Course Code | Course Number | CRN or Section No. | Course Title | Semester/Year |
|-------------|---------------|--------------------|--------------|---------------|
|-------------|---------------|--------------------|--------------|---------------|

**In order to complete the course the student must:**

**How the completed work will affect the final grade:**

In each instance where an Incomplete (I) grade is assigned, the instructor of the course shall, at the end of the semester in which the I grade is given, indicate on the Assignment of Incomplete Grade form what the student must do to complete the course and how the completed work would affect the final grade. The original copy must be filed with the appropriate department office, one copy must be given to the student, and one copy must be retained by the instructor. If a student needs to repeat a course or a significant portion of a course, a "W" or "F" should be assigned according to regulations governing the assignments of such grades. A "W" grade can only be assigned if the student has officially dropped the course within the semester deadlines.

An I grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, otherwise the I grade automatically becomes an “F” grade. An extension of the time limit to remove an “I” grade will be made only if a written request for such extension is submitted to the Office of the Registrar by the instructor. The student should make arrangements with the instructor or the department head for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form online or send a Form to the Office of the Registrar for processing. The grade may be changed from an “I” grade or from an “F” grade to the appropriate grade earned. Any student (undergraduate or graduate) who re-enrolls within one year of being released from military assignment shall have one year from the date of resumption of coursework at Missouri State to remove any “I” grades pending at the time of mobilization or received as a result of mobilization.

**Graduating Seniors** who have incomplete grades in any course used to satisfy a graduation requirement must resolve those incomplete grades by the middle of the following semester (summer for spring graduates, fall for summer graduates, and spring for fall graduates) or they will not graduate that semester and must reapply for a future semester of graduation.

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

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

**Do not** return this form to the Office of the Registrar. The original copy must be filed with the appropriate department office, one copy must be given to the student, and one copy must be retained by the instructor.