

Office of the Registrar  
 45 S. National Ave.  
 Fond du Lac, WI 54935  
 (920) 923-7618 (920) 926-6708 Fax  
 registraroffice@marianuniversity.edu



**“INCOMPLETE” GRADE CONTRACT**

**Contract MUST be submitted to the  
 Office of the Registrar**

Last Name	First Name	Middle Initial	Student ID #
Course ID # / Sec <small>(e.g. ART 101-01)</small>	Course Title <small>(e.g. Art Fundamentals)</small>	Term / Year <small>(e.g. Fall 2011)</small>	Instructor Name (Print)

**INCOMPLETE POLICY**

An Incomplete (I) grade may be reported for a student who has carried a subject with a passing grade until the end of the semester and then, because of illness or other unusual or extraordinary reasons beyond his/her control, has been unable to take or complete the final examination or to complete some limited amount of term work. An Incomplete grade may not be given to permit a student to correct work already completed or to improve upon a grade.

An Incomplete grade may be given to a student who is absent from a final examination **IF** the instructor is satisfied that the absence resulted from illness or extraordinary cause beyond the student’s control. In default of such proof, the examination grade shall be “F”. The student must obtain permission from the instructor for an Incomplete grade prior to the end of the course. The “I” must be removed within twelve (12) calendar weeks after the close of the semester in which the “I” was issued (i.e., 12 weeks after final grades were due in the Office of the Registrar for the Fall, Spring, or Summer semester); if the course work is not completed within this time period, the grade is automatically changed to “F”.

**Military Leave:** The above policies apply to students requesting an Incomplete grade due to Military Leave; however, the Incomplete grade (I) will be maintained for a maximum of one year, which can be extended upon written request to the Registrar. Once reenrolled, the student returning from active duty must resolve any incomplete grades within the first twelve weeks of reenrollment.

**Graduation Requirements:** To qualify for graduation you need to account for all course work and degree requirements. All requirements must be completed by the following deadlines: January 15 for December graduation, June 15 for May graduation, and August 31 for August graduation.

Exceptions to the above policies require approval of the School Dean, Department Chair or Program Director.

1. Summary Reason “Incomplete” Grade is Justified:	(Attach Student Request and any Other Documentation)
2. Description of Assignments or Examinations to Be Completed:	
3. Deadline for Completion of Grade (if earlier than 12-week deadline): _____	
(If the course work is not completed within this time period, the grade is automatically changed to “F”)	

4. In case of Military Leave, present grade: _____	(based on work completed in relationship to the total requirements of the course)
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Instructor Signature	Student Signature (optional)	Date
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<b>FOR OFFICE USE ONLY:</b>		
Processed by:	Date:	<input type="checkbox"/> Copy Mailed to Student <input type="checkbox"/> Instructor