



*Creating Solutions*

*Ben and Maytee Fisch College of Pharmacy  
Office of Academic Affairs*

### INCOMPLETE RESOLUTION FORM

Student Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_

Course Name/Number: \_\_\_\_\_ Session/Year \_\_\_\_\_

Course Coordinator: \_\_\_\_\_ Student Faculty Advisor \_\_\_\_\_

#### **Part 1: Qualification for Incomplete Grade (all three conditions must be met)**

- ☐ The student has been making satisfactory progress in the course
  - ☐ The final grade roster has not been submitted (i.e., cannot be a retroactive 'I'). If the student is requesting a change after the final grade has been submitted, s/he must petition the Professional and Academic Standards Committee.
  - ☐ The student's circumstances are acceptable. Briefly describe the circumstances below (Use an additional sheet if necessary).
- \_\_\_\_\_
- \_\_\_\_\_

#### **Part 2: Plan for completing course requirements. The incomplete course requirements must be completed**

- ☐ Within 21 calendar days of the date shown on signature below
- ☐ Course requirements must be completed before the end of the next semester. If the incomplete is not resolved by the final class day of the following semester, the incomplete grade will automatically be converted into a letter grade of "F" and will be used for determining the student's academic progress.

#### **Part 3: Course requirements that must be completed.**

\*A grade of incomplete will be reported to the Office of the Registrar, but the letter grade noted below will be recorded on the student's academic record within the College of Pharmacy Office of Academic Affairs. This incomplete grade will not be included in calculation of academic grade point for the current session/semester, but will be used for determining the student's status according to the academic progression policy.

Description of other missed work (Please describe. Use an additional page if necessary).

\_\_\_\_\_

\_\_\_\_\_

Current Grade: Letter Grade (check one):    A \_\_\_\_ B \_\_\_\_ C \_\_\_\_ D \_\_\_\_ F \_\_\_\_

**Note: Course Coordinator: Return the signed form to the College of Pharmacy Office of Academic Affairs within 7 calendar days of submitting the Incomplete Grade.**



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#### **Part 4. Notification**

Failure to successfully complete the course requirements within the agreed upon timeframe will result in **Academic Probation** and the course coordinator may assign a zero(s) to the unfinished work, compute the course average for the student, and assign the appropriate grade.

If a grade has not been assigned and reported to the College of Pharmacy Office of Academic Affairs AND the Office of the Registrar within the time limit designated in Part 2 (1) the 'I' is automatically changed to a letter grade of 'F' on the student's final transcript, (2) the letter grade of 'F' is used to calculate the semester and cumulative grade point averages and (3) and the student is placed on **Academic Probation** and must repeat the course. The student can appeal the letter grade of 'F' earned from non-conversion of an 'I' to the Professional and Academic Standards Committee. According to university policy, the agreed upon time frame cannot extend beyond the end of the following full semester.

**Verification of Notification.** We the undersigned have discussed and confirm that we understand the conditions of the Incomplete Policy and agree to meet with its requirements. If the student does not meet the requirements within the designated time frame, the conditions described in Part 4 (Notifications) above for failure to meet the requirements will be invoked.

Course Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **Distribution.**

- ☐ Original to Office of Academic Affairs, College of Pharmacy
- ☐ Copy to course coordinator
- ☐ Copy to student of record

**Note: Course Coordinator: Return the signed form to the College of Pharmacy Office of Academic Affairs within 7 calendar days of submitting the Incomplete Grade.**

Please save this form to your computer, then attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.