

- A student can request an Incomplete grade up to the last day of the semester (May 20, 2020). The instructor must approve the Incomplete request.
- The instructor enters a grade of "I" when submitting final grades. Instructors should not give an "I" without the awareness of the student.
- IMPORTANT: The "I" grade will automatically become an "F" on September 25, 2020 unless one of the following occurs earlier:
 - (a) The student completes the coursework and the instructor enters a final grade (via Grade Change Request in BannerWeb).
 - (b) The instructor provides an extension to the Incomplete and establishes a new deadline with the student. The instructor change the grade to an 'I+' via the Grade Change Request in BannerWeb, which will prompt the instructor to enter a new deadline.
 - (c) A student with an 'I' (by Sept. 25, 2020) or an 'I+' (by the determined deadline) can request a Late Course Withdrawal. (This option is only available for Spring 2020 courses).
- Students should be aware that a grade of incomplete may impact financial aid. Please contact Financial Aid for more information.
- Instructors should be sure to make the Blackboard course available to students. (Customization-Properties-Select Dates-send end date to 9/25/2020 or extended deadline.)

STUDENT INFO

Student Name: _____

SCSU ID Number: _____

SCSU Email: _____

COURSE INFORMATION

Semester & Year	Subject	Course #	CRN#	Section	Instructor Name

EXPECTATIONS:

Description of Remaining Coursework the student must complete in order to receive a grade:

SIGNATURES

Student Signature: _____

Date: _____

Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email account.

Instructor Signature: _____