

## Incomplete Grade Policy Revisions

- 'I' grades, earned F18 or later, will roll to 'F' at the end of the next regular term regardless of enrollment status.
- Any 'I' grades, earned F18 or later, for approved CFDs (candidates for degree) that would normally roll to 'F' at a later time, will roll to 'F' immediately after degree posting. Students will not graduate with 'I' grades (earned F18 or later) on record/transcript.
  - Dean's office staff approving students for graduation should review any outstanding 'I' grades, earned F18 or later, to ensure that earning an F in such would not take the student below the required cumulative GPA for graduation.
- An Incomplete Grade Agreement between Student and Instructor is an OPTIONAL form that may be used when an incomplete grade is requested and approved. This form will be located on the Office of the Registrar's website. (see attached)
- Request to 'extend' an incomplete, earned F18 or later, will be initiated by the student using a Student Request for Incomplete Grade Extension Form located on the Office of the Registrar's website. (see attached)
  - Request Form routing—Student→Instructor→Dean's Office
  - Dean's office will process extension in KSIS and keep/file the request form.
- Request to 'extend' an incomplete, earned prior to F18, will remain the same with the Office of the Registrar sending I/NR reports.
  - I/NR report routing--- OOTR→Dean's Office→Instructor→Dean's Office
  - Dean's office will process extension in KSIS and keep/file the request form

**Kansas State University**  
**Student Request for Incomplete Grade Extension Form**  
**for Incomplete Grades earned Fall 2018 or later**  
<http://www.k-state.edu/provost/universityhb/fhsecf.html> (F83)

*A grade of Incomplete (I) is expected to be completed by the conclusion of the next regular academic term (fall or spring), or the student's graduation term – whichever is earlier.*

**STUDENT:** Submit this completed form to the instructor who granted the incomplete grade to request an extension beyond the next regular term. This should be submitted no later than 2 weeks prior to the beginning of final exams.

**INSTRUCTOR:** If approved, sign the form and forward to the student's academic dean's office for processing.

*This form should be used to request an extension for incomplete grades earned Fall 2018 or later. An extension can be requested for no more than one regular term.*

Student Name: \_\_\_\_\_ WID Number: \_\_\_\_\_

Received an incomplete in

Course Number \_\_\_\_\_ Credits \_\_\_\_\_ Class Number (5-digit) \_\_\_\_\_

Course Name \_\_\_\_\_ Course term \_\_\_\_\_

Current Term \_\_\_\_\_ If approved incomplete will be extended to the end of the next regular term.

Reason for requesting this extension:

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(Attach additional pages and/or documentation if necessary)

\_\_\_\_\_  
1. Student signature

\_\_\_\_\_  
2. Signature of the instructor who granted the incomplete

\_\_\_\_\_  
3. Signature of student's Academic Dean

**Kansas State University**  
**Incomplete Grade Agreement between Student and Instructor**  
**for Incomplete Grades requested Fall 2018 or later \*\***  
<http://www.k-state.edu/provost/universityhb/fhsecf.html> (F83)

Student Name: \_\_\_\_\_ WID Number: \_\_\_\_\_

Course Number \_\_\_\_\_ Credits \_\_\_\_\_ Class Number (5-digit) \_\_\_\_\_

Course Name \_\_\_\_\_ Course term \_\_\_\_\_

Reason for Incomplete:

\_\_\_\_\_  
\_\_\_\_\_

Specific requirements for resolving the Incomplete (I) grade. Include details of remaining requirements to be completed. This may include maximum grade points possible for specific assignments/examinations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required Resolution Date \_\_\_\_\_

*Date by which the incomplete must be resolved, if prior to end of next regular term (fall or spring)*

Current grade points accumulated by student / maximum points possible in course:

\_\_\_\_\_ / \_\_\_\_\_

Current grade: \_\_\_\_\_

I (student) acknowledge that I have read and understand the Incomplete Policy in the University Handbook, Section F83. <http://www.k-state.edu/provost/universityhb/fhsecf.html>

\_\_\_\_\_  
1. Student's signature

\_\_\_\_\_  
2. Signature of the instructor who granted the incomplete

\*\* Use of this form is optional.