

REQUEST and CONTRACT for a GRADE of "INCOMPLETE"
Rehabilitation Counseling Distance Education Program
Department of Rehabilitation and Special Education - Auburn University

Students must request assignment of a grade of "IN" no later than one week prior to the last class meeting of the semester by consulting with the instructor and initiating the completion of this form. The intent and the use of the "IN" grade is not to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an extended alternative to withdrawal from a class (W). The award of an "IN" is at the discretion of the instructor and will only be approved if there are *extenuating circumstances* (situations in which the student has little or no control). Examples of *extenuating circumstances* include: serious illness or injury, birth, jury duty, death of an immediate family member/significant other, and military service. Students may be required to provide documentation.

Student _____ Semester _____

Course _____ Instructor _____

A grade of "Incomplete" is being requested for the following reason(s):

The following assignments/tasks must be completed within six months (or earlier if designated by the instructor _____):

As outlined in AU policy, a grade of "IN" is recorded as a "C" for the purpose of determining a student's grade point average (GPA). This may result in academic action such as probation or dismissal, as well as the loss of financial assistance. An "IN" grade which is not cleared within six (6) months will automatically convert to an "F."

By signing below, the student and the instructor acknowledge approval of this request and contract:

Student _____ Date _____

Instructor _____ Date _____

-or-

By signing below, the student and the instructor acknowledge denial of this request:

Student _____ Date _____

Instructor _____ Date _____

copy to: student, instructor, advisor