



ARRANGEMENT TO RESOLVE A GRADE OF INCOMPLETE ["I"]

MSN and DNP Programs

POLICY: A grade of "I" (Incomplete) in a course is awarded when a student is meeting expectations in that course, is earning a passing grade, and due to extenuating circumstances is unable to complete a portion of the work on time for grade submission. This must be pre-arranged with course faculty, before the date on which grades are due. If a student receives a grade of "I" they have until the 11th week of the following semester to complete the outstanding work. In this case the "I" will convert to the grade earned. If a student does not complete the outstanding work by the 11th week of the following semester, in accordance with University policy, the grade will be converted to a failing grade ("F" or "NP"). Please refer to the full Incomplete policy in the School of Graduate Studies section of the CWRU Bulletin.

<https://bulletin.case.edu/schoolofgraduatestudies/academicrequirements/>

Student: _____ **Date:** _____

Course: _____ **Semester:** _____ **Instructor:** _____

Reason for Incomplete:

In consultation with the instructor of the course in which I received the grade of Incomplete (I), I agree to the conditions and schedule below to permit a change of grade:

Requirement(s) for Completion:

Date for Completion:

I have read and understand the regulation above and the result of noncompliance.

Signatures:

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____

Program Director: _____ **Date:** _____

cc: Student
Instructor
Program Director
Original to Student file
04/2013, revised 02/2020