



Southern[™]
 Illinois University
 Carbondale

Conditions for Receiving and Removing an INC Grade

Workforce Education and Development—Off Campus Degree Programs
 Southern Illinois University Carbondale

SITE _____

Student's Name _____ ID# _____ was/will

be granted an INC in _____ for _____
Course Title Course # Hours Trimester
 20_____.
Year

****In accordance with University policy, we have determined that the student has completed 50% of the course and was engaged in passing work at the time this form was completed. If all coursework is not completed within the instructor's deadline or the one year deadline set by the University, the INC grade will automatically change to an F.**

Conditions for completion of the course and converting the INC to a final grade are:

Work must be completed by: _____

What shall be completed by the deadline?

Where shall the student present/mail relevant items for scoring?

Date _____ Instructor Signature _____

Date _____ Student Signature _____

You are completing 4 copies (1) to instructor; (2) to student; (3) to site office; (4) WED-OCDP office

1 For instructor's chronological file for monitoring. On or after the deadline the instructor will submit a Grade Change Card to the WED-Off Campus Degree Program office for a final grade in the course, based on the student's total performance (with or without the work noted above). An INC must be changed to a completed grade within a time period designated by the instructor but not to exceed one year from the close of the term in which the course was taken, or graduation, whichever occurs first.