

Incomplete & In Progress

GRADE PROCESS

1 CANDIDATE MAKES REQUEST FOR I OR IP

A Candidate must submit a request to receive an I or IP in writing 5 days before the end of the term.

2 INSTRUCTOR MAKES DECISION

[Refer to the Catalog to make a decision.](#)

3 INSTRUCTOR & CANDIDATE COMPLETE THE FORM

The student is responsible for completing the [Incomplete Grade Agreement](#) and the instructor must sign to indicate approval.

4 INSTRUCTOR SENDS FORM TO PROGRAM DIRECTOR

The instructor emails the completed and signed Incomplete Grade Agreement to the program director that corresponds to the Candidate's program of study.

5 PROGRAM DIRECTOR MAKES A DECISION

Program director will make a determination and complete their section of the form.

6 PROGRAM DIRECTOR EMAILS DECISION TO ALL PARTIES

Program director will email the form with their decision to SOE Advising, and to the requesting Instructor.

PD also completes [this intake form](#), so that Canvas access can be extended.

7 INSTRUCTOR WILL WORK WITH THE CANDIDATE AS AGREED ON FORM

The instructor will support the student in completing all items on the Incomplete Grade Agreement by the due date.

8 SUBMIT GRADE CHANGE IF APPLICABLE

The instructor will follow the Grade Request Process using [the google form to submit the grade change](#) and will email SOE Advising with the required information in the SOP below.

[VIEW THE FULL STANDARD OPERATING PROCEDURE HERE](#)
