
An "I" (Incomplete) indicates that work is satisfactory but, due to reasons beyond the student's control, some portion of the required work has been left incomplete. The instructor assigning the grade/stipulates to the student in writing, at the time the grade is given, the conditions under which the "I" may be removed.

For graduate students, a maximum of two (6 hours) concurrently held grades of Incomplete in courses other than [Internship or Practicum] is allowed. If this maximum is reached the student will be allowed to take only one three-hour course per term until the Incomplete total is reduced. Students who accumulate a total of three grades of Incomplete in courses other than thesis or dissertation, will be put on academic probation and not allowed to enroll further until the total is reduced.

STUDENT NAME: _____

SMU ID: _____

COURSE: _____

SEMESTER: _____

INSTRUCTOR: _____

DATE: _____

(12-months maximum assumed if left blank)

Nature of work to be completed (e.g., if a paper, length and topic; if an examination, type and material to be covered):

Relative weight of Incomplete work:

Grades of work already completed:

GRADE TO BE ASSIGNED IF NO ADDITIONAL WORK IS DONE: _____

Additional comments:

Signatu: