
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.

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 A : A E D C E : E D I E C : A E D A C C E E :
 : E : : : O E C : : : E E C C A E*

STUDENT NAME: _____

SMU ID: _____

COURSE: _____

SEMESTER: _____

INSTRUCTOR: _____

DATE: _____

(12-months maximum assumed it 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: **C** _____

Additional comments:

Signatu: