



Spring 2020 Request for Grade of Incomplete-Crisis

The grade of "IC" (Incomplete-Crisis) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control directly related to COVID-19 or tornados. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has until December 2020 (or earlier) to complete the course work unless otherwise specified by the instructor.

NOTE: The completed request for grade of Incomplete-Crisis and supporting documents must be submitted to the Dean for Student Success and Registrar to be posted.

To be Completed by the Student

Directions: Complete an Incomplete-Crisis form for each course you are requesting an Incomplete-Crisis grade.

Name: _____ **ASUN ID/Last Four of SSN:** _____

Address: _____ **City, State, Zip:** _____

Phone: _____ **E-mail:** _____

Course ID: _____ **Course Name:** _____

Please select the reason(s) you are requesting an Incomplete-Crisis from your academic course(s).

- COVID-19 Related Illness (Self)
- COVID-19 Related Illness (Family Member)
- COVID-19 Related Issue (Lack of Employment)
- COVID-19 Related Issue

(Other) _____

Proposed Completion Date: _____ **Student's Signature:** _____

To be Completed by the Instructor

Directions: Outline the work to be submitted by the student. Be specific.

Grade Earned to Date: _____ **Grade to be awarded if work not complete:** _____

Date to be completed and in possession of Instructor: _____

Instructor's Signature: _____

Date: _____

Registrar's Signature: _____

Date: _____

OFFICE USE ONLY

Final Action

Student completed coursework: Date: _____ Grade: _____

Student **did not** complete coursework: Date: _____ Grade: _____

Instructor Response Attached: