

INCOMPLETE AND GRADE CHANGE FORM FAQ

Who initiates an Incomplete?

The College and Academic Counselor initiates the Incomplete process. Teachers with concerns about student circumstances and outstanding work should discuss them with the student's CAC before discussing with the student. When it has been determined that an Incomplete will be issued, teachers then fill out the form and submit them to the CAC for approval signature(s).

What if I am unsure about when the student will be able to complete their work? Do I still put a deadline down?

A deadline should still be noted even in instances where it might change or is otherwise unknown at the time the form is being filled out. Where this is the case, the end of the quarter should be put down as the deadline. The Registrar will then indicate the possibility of the deadline changing in his notice to the student.

When do Incomplete forms have to be submitted by? Can I turn them in whenever?

Incompletes are due to the approving CAC by the day that grades are due in any given term. This allows the Registrar notice for Incompletes to be sent immediately following the storage of grades. For Q1 2019-2020, for example, Incomplete Grade request forms are due by 10/28/2019.

Do I *have* to change my comments for a Change of Grade?

If your original grade comments refer to a student's Incomplete, you should submit amended comments to 1. omit the Incomplete, or 2. reflect any comments that would have been made for the outstanding work (i.e. if you commented on final papers in all grades given for that class). This keeps all records of the student's work and performance as up to date as possible.

Are Change of Grade forms only for rectifying Incomplete work?

Change of Grade forms can be used in any instance where an error or update changes a student's quarter/semester grade (including outcomes of grade grievances). This can be submitted to the Registrar directly. However, any grade changes that are more than a quarter old need to be submitted to Diane Hinterlong for approval.

Incomplete Grade Request Form

Teachers must contact the student's CAC for prior approval to issue an incomplete grade and then submit this form to the CAC.

Upon approval of this form, the teacher enters a grade of "NA" for the student for all marking periods for which an incomplete grade is to be assigned. The grading comments for the period must indicate all work that needs to be made up for removal of the incomplete as well as the due dates for such work. *NOTE: It is the Registrar who will update the teacher's assigned grade of NA to I in PowerSchool and send out official notification of approval of the incomplete grade request.*

As indicated in the IMSA Parent/Student handbook, all incomplete grades must be removed by the end of the following quarter, or August 1 for fourth quarter incompletes. Work not completed within this time allotment will be assigned a failing grade.

Student Name: Jackson Reacher Student ID: 066007

Course Title: SI- Physics

Course and section #: SCI 115-3 Teacher: Kenobi

Academic Year: 2019-2020

Circle grading period(s) for which incomplete is requested: Q1 Q2 E1 S1 Q3 Q4 E2 S2

Reason for Incomplete grade: Medical Absence / Concussion

Work to be completed and Deadline Date: _____

- Quiz #8 series, Quiz #9, Quiz #10
- Due 12/13/2019 (to be amended based on doctor updates)

CAC's Signature / Approval

REGISTRAR Signature

10/29/2019

Date of Records Change

Notification sent to:

Student
Instructor
Parent
CAC

CHANGE OF GRADE FORM

STUDENT NAME JACKSON REACHER ID Number 066007 Date 12/11/2019

Used to Change an Incomplete to Grade and/or Grade to Different Grade

Academic Year 2019-2020

Course Name & Number SI- Physics SCI 115-3

Instructor Name & Signature O. Kenobi 

ORIGINAL	GRADE		REVISED	GRADE	
	Letter	Percent		Letter	Percent
1st Quarter	<u>NA</u>	<u>71%</u>	1st Quarter	<u>A</u>	<u>93%</u>
2nd Quarter	<u> </u>	<u> </u>	2nd Quarter	<u> </u>	<u> </u>
Final Exam 1	<u> </u>	<u> </u>	Final Exam 1	<u> </u>	<u> </u>
Semester 1	<u> </u>	<u> </u>	Semester 1	<u> </u>	<u> </u>
ORIGINAL	GRADE		REVISED	GRADE	
	Letter	Percent		Letter	Percent
3rd Quarter	<u> </u>	<u> </u>	3rd Quarter	<u> </u>	<u> </u>
4th Quarter	<u> </u>	<u> </u>	4th Quarter	<u> </u>	<u> </u>
Final Exam 2	<u> </u>	<u> </u>	Final Exam 2	<u> </u>	<u> </u>
Semester 2	<u> </u>	<u> </u>	Semester 2	<u> </u>	<u> </u>

UPDATED COMMENTS

Jackson has shown through his work and assessments that he has
a good understanding of most of the concepts being taught
in class. Keep up the good work!

Per IMSA Student Handbook, grade changes must be done by the end of the following reporting period. Grade changes for the fourth quarter and second semester must be completed by August 1. Any grade changes not meeting the time criteria must have the approval of the principal.

All appropriate documents (to include transcripts) have been revised to reflect the above change.

Notification sent to:
 student
 instructor
 parent
 CAC

 Registrar

 Date of Records Change