



Rhodes College

—1848—

Conditional Grade Report

This report must be completed by the student and the faculty member and submitted to the Registrar's Office **no later than the due date of final grades.**

Student Name: _____ Student ID: R# _____

Course Section: _____
 Subject Number Section Title

Advisor Name (printed): _____ Instructor Name (printed): _____

Policy on Conditional Grades

A grade of X (incomplete) may be requested by a student who is unable to complete coursework because of circumstances beyond their reasonable control (e.g., illness, injury, incapacitation, or other emergency). The conditions for requesting an incomplete are the following:

- The student should have a passing grade either at midterm or at the time of the petition.
- The amount of unfinished coursework, *including any final exam*, should not exceed that assigned in a typical three-week period during a full semester (or an equivalent interval within a summer-session course).
- The petition must be agreed to by all parties involved (student/professor/advisor) by the course's assigned final exam day and no earlier than the final three weeks of the semester.

All unfinished work must be completed and submitted to the course instructor **before the first day of classes** in the student's next term of enrollment (fall, spring, and/or summer). Students returning to Rhodes after an approved Leave of Absence or off-campus study program must have resolved all incompletes prior to this start date. Faculty must have a final grade turned in to the Registrar **by the end of the last day of the term's drop/add period.**

Circumstances that could affect your completion date, e.g., use of studio space, lab accessibility, medical conditions, etc., must be addressed prior to signing the form; an acceptable completion date should be agreed upon by all parties, but work must be submitted no later than the third week of the following semester.

If none of the student's incomplete work is submitted before the day classes begin in their next enrolled term, the conditional grade (X) will automatically convert to the provisional grade on this form. If circumstances prevent a student from meeting this deadline for submission, a petition requesting an extension must be submitted to and approved by the Standards and Standing Committee prior to the deadline for submission of the work.

To be completed by student:

If there are circumstances that require completion at a later date than the policy (before the first day of classes), please elaborate. †

Check this box if you will not submit additional conditional grade reports.

I will also submit conditional grade reports for these courses:

Subject Number	Section	Title	Instructor
----------------	---------	-------	------------

Subject Number	Section	Title	Instructor
----------------	---------	-------	------------

Subject Number	Section	Title	Instructor
----------------	---------	-------	------------

I have read the policy on Conditional Grades and hereby request the grade of “X” (Incomplete) in the course listed above. I understand that it is my responsibility to complete the required coursework and submit it to my professor before classes begin in my next enrolled semester/by the appropriate deadline.

Student Signature: _____

Date: _____

To be completed by course instructor:

The instructor will submit a grade of “X” (Incomplete) in Workday for the course listed above. *Enter the Provisional final grade in the required “Grade Note” field in Workday when entering the X final grade.*

Coursework to be completed includes:

Provisional final grade (grade if no additional coursework is submitted):

The Conditional Grade Report must include a default grade to which the conditional grade (X) converts if the student does not resolve the incomplete course. Calculation of the default grade is determined by the work to be completed for the course over the entire term. For example, while a student may be passing at the time the incomplete request is granted, the default grade is **not** what the student has earned up to the point of the incomplete request. **The instructor must submit the grade the student will earn if the missing work is not completed.** That default grade will become the final grade if the missing work is not completed.

Instructor’s Signature: _____

Date: _____

If you, the faculty member, are completing your tenure at Rhodes, please communicate with your department/program chair to provide guidance for resolving the incomplete post-employment.

†For use in exceptional circumstances - How will this work be completed given the circumstances described by the student above?

† What is the new completion date of this coursework? (It must be by the third week of the semester)

Instructor should email final grade to registrar@rhodes.edu.

Advisor’s Signature: _____

Date: _____