

I will also submit conditional grade reports for these courses:

Subject Number	Section	Title	Instructor
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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: _____