

Rhodes College 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: _____
(Last) (First) (Middle)

Student ID: R _____

Course: _____ Professor: _____
(Dept) (Number) (Section)

Policy on Conditional Grades:

The grade of "X" (incomplete) will be given to a student who is unable to complete course work, including the final examination, because of illness or other emergency. Upon completion of the unfinished work and assignment of a grade by the professor, the student will receive a final grade.

All unfinished work must be completed and all final grades must be submitted by the professor to the Registrar's office no later than the end of the fourth week of classes of the following semester. A student on an approved Leave of Absence or off-campus study program will have until the fourth week of the student's next semester in attendance to have the grade submitted to the Registrar. If illness or other extraordinary circumstances prevent this, then a petition requesting an extension must be submitted to and approved by the Curriculum Committee.

A conditional grade not removed by the deadline will be converted automatically to the grade of F.

I have read the policy on Conditional Grades and hereby request the grade of "Incomplete" in the course listed above. I understand that it is my responsibility to complete the required coursework and submit it to the professor in time for the final grade to be submitted by the end of the fourth week of next semester.

Student's Signature: _____ Date: _____

The grade of "X" (Incomplete) will be submitted for the course listed above.

Professor's Signature: _____ Date: _____

This section is to be completed when final grade is submitted.

Final Grade: _____ Date: _____

Professor's Signature: _____

