

INC/ABS FINAL GRADE ASSIGNMENT FORM

YORKCOLLEGE CUNY

This form must be completed by the instructor and submitted to the chairperson to qualify each student for a grade of ABS or INC.

<p>1 Instructor's Last Name <input style="width:100%; height: 20px;" type="text"/></p> <p>Instructor's First Name <input style="width:100%; height: 20px;" type="text"/></p> <p>Student's Last Name <input style="width:100%; height: 20px;" type="text"/></p> <p>Student's First Name Student's ID <input style="width:30%; height: 20px;" type="text"/> <input style="width:10%; height: 20px;" type="text"/> <input style="width:10%; height: 20px;" type="text"/> <input style="width:10%; height: 20px;" type="text"/> <input style="width:10%; height: 20px;" type="text"/></p>	<p>2 Course <input style="width:100%; height: 20px;" type="text"/></p> <p>Section <input style="width:100%; height: 20px;" type="text"/></p> <p>Year <input style="width:100%; height: 20px;" type="text"/></p> <p>Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/></p>
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3 The student must establish extenuating circumstances for missing work during the semester (for INC) or the final exam (for ABS). Please explain:

4 The student must be passing the course to this point. Is she/he? Yes No

<p><input type="checkbox"/> INC GRADE</p> <p>An INC grade may only be issued if the student has passed the final exam, is passing the course, and has work remaining to be completed.</p> <p>Please attach the following:</p> <ol style="list-style-type: none"> 1. Description of remaining work to be completed, 2. Criteria for evaluation of remaining work, 3. Previous grades, and policy to determine the student's final grade. <p>WORK DEADLINE <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/></p> <p align="center">Month Day Year</p> <p><small>Do not exceed the ten-week deadline in the subsequent semester.</small></p>	<p><input type="checkbox"/> ABS GRADE</p> <p>An ABS grade may only be issued if the student has completed all the coursework, is passing the course, but was unable to take the final exam.</p> <p>Please attach the following:</p> <ol style="list-style-type: none"> 1. A copy of the final examination and special conditions for taking the exam (e.g. time limit, use of notes, dictionary, calculator, etc.), 2. Exam key or criteria for scoring the final exam, 3. All other scores for the semester and procedures for determining the final grade. <p>MAKE-UP EXAM DATE <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/> <input style="width:20px; height: 20px;" type="text"/></p> <p align="center">Month Day Year</p> <p><small>Do not exceed the three-week deadline in the subsequent semester.</small></p>
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The Registrar must receive notification of this final grade change before the three-week deadline for ABS grades or the ten-week deadline for INC grades in the subsequent semester. If the Registrar is not informed of a change of final grade by the deadline the grades of INC and ABS are changed to FIN and FAB, respectively. These grades are considered F grades when computing a student's GPA.

6 Please explain how the assignment of the ABS or INC grade and the requirements for completion of the course have been communicated to the student:

INSTRUCTOR SIGNATURE

DATE

CHAIRPERSON SIGNATURE

DATE