Request for an Incomplete

Student’s Name ___________________________ Student ID # ___________________________

(Last) (First) (MI)

INDICATE TERM: Spring / Summer / Fall / Winterim 20_____

CLASS: Department _____ _____ _____ _____ Course # _____ _____ _____ _____ Section # _____ _____ _____

Course Title ___________________________ Instructor ______________________________

To be completed by the student:

Reason(s) for requesting an Incomplete

______________________________________________________________________________________________________

______________________________________________________________________________________________________

______________________________________________________________________________________________________

Student’s Name ___________________________ Date _______

To be completed by the instructor:

The following work remains to be completed for this class

______________________________________________________________________________________________________

______________________________________________________________________________________________________

______________________________________________________________________________________________________

The work listed above constitutes approximately _________% of the basis for a final grade.

The incomplete/missing work must be received by the instructor no later than _________.

The due date should allow the instructor time to submit change of grade to the Office of the Registrar prior to the expiration of the incomplete at the end of instruction in the following semester. Unless the instructor submits a Change of Grade Form by the last day of classes in the following term (excluding Summer or Winterim), the grade for this course will lapse to a grade of “F”.

This form must be signed by the student, instructor and department chair/program director. Copies should be given to the student, the instructor, and the Department Office. Submit completed forms to the Office of the Registrar, WYLL D187

Student’s Signature ___________________________ Date _______

(Area Code) Telephone Number ___________________________

Address ___________________________ City ___________________________

State ______ Zip ______ Email Address ___________________________

Instructor’s Signature ___________________________ Date _______

Chair’s/Director’s Signature ___________________________ Date _______

Incomplete (I) Policy

A grade of Incomplete is assigned at the discretion of the instructor, guided by the following policies:

1. A grade of “I” may be reported for a student who has maintained a passing grade in a class until near the end of the class and who then, because of unusual and substantiated cause beyond the student’s control, is unable to take or complete the final examination, or to complete some limited amount of coursework. The grade of “I” must be accompanied by the instructor's description of the coursework that has yet to be completed.

2. The amount of time a student has to complete the work and remove the grade of “I” shall be at the discretion of the instructor. The time period shall not extend beyond the last day of classes of the following semester. Summer and Winterim are not counted as a semester for purposes of removing the grade of “I.”

3. If the “I” is not removed within the specified time, the Incomplete will lapse to an “F” at the end of the semester following the term in which the “I” was assigned.

4. A request to change an already recorded grade to a grade of “I” will not be carried out unless the instructor submits a Request for an Incomplete form.

5. A student may not graduate with an incomplete on his/her transcript if failure in that course would make the student ineligible to graduate.

Removal of Incomplete Grades

The course instructor is responsible for informing the student and the department chair/program director as to the specific deadline for removal of an Incomplete. If no earlier deadline is specified, an incomplete must be removed no later than the last day of classes for the next semester; this is the absolute maximum allowable deadline. (Summer and Winterim are not counted as a semester for the purposes of removing an Incomplete.)

If no other grade is submitted by the instructor before the last day of classes for the next semester, a grade of “I” shall become a permanent grade of “F” with normal effect on the student’s grade point average and earned credits. The extension of an incomplete beyond this deadline requires the submission of an Executive Action form (extensions are limited to a period of one full term, not counting Summer or Winterim).

SRINCOMP

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