

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
_____	_____
_____	_____
_____	_____

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).*