



Undergraduate Request for Grade of Incomplete

Instructor Name: _____

CRN _____ Course Number _____ Course Title _____ # Credits _____

Term when course was taken: Fall Early Spring Spring Summer Year _____

Student Name _____ Student ID _____

Reason for Requesting Incomplete Grade _____

To be completed by Instructor

Instructor: File this form at the Registrar's Office when final grades are submitted

Outstanding work to be completed: _____

Extension Date for Incomplete:	Repeating Courses:
<p>An instructor may decide to enter a grade of incomplete (IC) on a student's record if unusual circumstances prevent completion of the course on time, and a minimal portion of the total class work needs to be completed. The incomplete must be completed by the final day of classes of the subsequent semester (Fall and Early Spring Incompletes are due at the end of Spring; Spring and Summer Incompletes are due at the end of Fall), or by the date specified by the instructor, whichever comes first.</p> <p>If the Incomplete grade is not changed by the set extension date, a grade of F will be recorded, unless the instructor stipulates a different grade below. The instructor is responsible for documenting and notifying the student of the work to be completed and the deadline. A student may not graduate with an incomplete on his or her transcript.</p> <p>Instructor Set Extension Date (earlier than end of next subsequent semester): _____</p> <p>If the outstanding coursework is not completed by Extension Date, Grade to be Recorded: _____</p> <p><i>Please make note: a grade change form is due to the Registrar's office within one week after the extension date.</i></p> <p>If an IC grade is recorded, the instructor may not submit any of the following grades to clear and incomplete (IC) grade: AF, AU, AW, E, IP, NG, W, X or a split grade.</p>	<p>A student with an outstanding incomplete in a course that is not approved as repeatable for credit may not register for the same course. The incomplete must be completed and a final grade recorded before the student may register for that course again.</p> <p>If a student with an incomplete in a non-repeatable course wishes to take the entire course over, the instructor should submit an appropriate final grade to clear the incomplete. This grade must be a C- or lower, since with the exception of courses approved as repeatable for credit, only courses in which a grade of C- or lower was earned may be repeated.</p> <p>If a student registers for a non-repeatable course in which s/he has an outstanding incomplete, that registration will be changed to Audit</p>

The instructor has determined the conditions and arrangements of the above. If you have any questions about any part of this form, please contact the course instructor.

Signature of Student: _____
(Not Required)

Date: _____

Signature of Instructor: _____
(Required)

Date: _____

Please return this form to the registrar's office in Spere via the methods noted below.

Processed by: _____	Date: _____	4/2021
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