

**Student/Course Information:**

Student name \_\_\_\_\_ Student ID # \_\_\_\_\_

Instructor name \_\_\_\_\_ Sem/Year of Incomplete \_\_\_\_\_

Course (prefix, course number, and section if applicable) \_\_\_\_\_

**Rules and Guidelines for Assignment and Removal of Incomplete**

- According to the Catalog, an incomplete is given when it is determined that the student should have the opportunity to finish incomplete work. The student has usually completed substantial portions of the course and is in good standing in the course.
- The student initiates the request and the instructor determines the validity of the request.
- Final approval of awarding of an incomplete grade is determined by the Assistant Provost.
- Depending on the nature of the incomplete, the instructor may designate an earlier date for completion.
- After the last day of the semester, one additional week is allowed for incomplete forms to be submitted.
- All undergraduate course incompletes must be removed by the end of the 6<sup>th</sup> week of the subsequent fall or spring semester. Otherwise, the incomplete will become an “F” unless a different final grade has been indicated by the instructor below.
- If an “I” was submitted by the instructor as the final grade but no incomplete form has been submitted by the end of that week, the grade assigned for the student will be changed to an “F”.
- *SPECIAL NOTE FOR GRADUATE COURSES:* Graduate course incompletes do not follow the 6<sup>th</sup> week rule and can be allowed up to one full calendar year to be removed.

**Assignment of Incomplete**

Reason that incomplete is necessary:

Document here the work completed as well as the work which remains to be completed:

Due Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Grade student should receive if the above work is not completed by the due date:* \_\_\_\_\_

Assistant Provost Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
**Removal of Incomplete**

Change grade from I to \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_