

Instructions for Assigning/Removing a Grade of Incomplete:

1. A grade of incomplete may only be assigned if the circumstances regarding the request fall within University policy.
2. Complete this form, "*Grade of Incomplete Documentation*" with a copy to the student, the instructor and the academic unit. This form is an additional record of the agreement between the student and the instructor and should be kept in the academic unit as part of the grade book record.
3. The instructor also records the requirements that the student must fulfill *on the grade roster*.
4. Upon completion of the required work by the student or, if the student fails to complete the requirements within the specified timeline and the instructor so chooses, the instructor changes the grade of I to the appropriate letter grade using the "*Request for Change of Grade*" form.

University of North Texas at Dallas
Grade of Incomplete Documentation

Academic Unit or Department _____

University Policy regarding the Grade of “Incomplete”

I — incomplete; a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) gives notice to the instructor of being required to participate in active military service; or (2) is passing the course and has justifiable reason why the work cannot be completed on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the grade roster. All work in the course must be completed within the specified time (not to exceed one year after taking the course).

Section 1 – REQUEST FOR GRADE OF INCOMPLETE: *To be completed by student*

Student name: Last _____ First _____ Student ID # _____

Semester: Fall _____ Spring _____ Summer _____ Year _____ Session: _____

Course and section number _____ Class Number _____

Instructor _____

Specified date for work completion _____ (maximum 1 year from original assignment of “I”)

Justification for request of grade of Incomplete _____

Attach appropriate documentation such as medical report, obituary notice, court appearance notice, etc.

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Section 2 – ASSIGNING GRADE OF INCOMPLETE: *To be completed by original instructor*

I assign the grade of Incomplete to the above-referenced student with the understanding that the coursework listed below will be completed within the time specified not to exceed one year as allowed by University policy. Upon completion of the work, the “Request for Change of Grade” form must be processed. If the work is not completed within the specified time, as the instructor I have the option to change the grade of “I” to an appropriate letter grade. If the work specified is to repeat the course, the student is required to register for the course a second time. In this case, the original “I” remains on the transcript.

Date incomplete to be fulfilled _____

Grade earned if the incomplete requirement(s) is (are) not met _____.

Student’s Signature	Date	Instructor’s Signature	Date
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Dep’t Chair’s Signature	Date	Dean’s Signature	Date
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