

# REQUEST FOR GRADE OF "INCOMPLETE"

## UNIVERSITY OF NORTH TEXAS POLICY FOR THE GRADE OF "INCOMPLETE"

Academic Unit or Department \_\_\_\_\_

University Policy regarding the Grade of "Incomplete" as stated in the Undergraduate Catalog, University of North Texas Bulletin:

I – Incomplete; a non-punitive grade given only during the last one-fourth of a semester and only if a student (1) is passing the course; (2) has justifiable reason why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the grade sheet. All work in the course must be completed within the specified time (not to exceed one year after taking the course).

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### Section 1 – REQUEST FOR GRADE OF INCOMPLETE

To be completed by student

Student name: Last \_\_\_\_\_, First \_\_\_\_\_ Student ID # \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_ Instructor \_\_\_\_\_

Course, section, and class number \_\_\_\_\_

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 "Removal of I" 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 \_\_\_\_\_

\_\_\_\_\_  
Signature – Original Instructor (Chair assigns grade if instructor is not available. TAs/TFs must obtain departmental signature)

Date \_\_\_\_\_

\_\_\_\_\_  
Signature – Student

Date \_\_\_\_\_

\_\_\_\_\_  
Signature – Department/Division Chair

Date \_\_\_\_\_