Policy and Guidelines:
An incomplete grade (IN) is a temporary grade that may be given at the instructor’s discretion to a student who needs additional time to complete a class due to extenuating circumstances. The grade IN (incomplete) is used when a student needs additional time beyond the end of the semester to complete course work or exams. If the extenuating circumstances require only that the final exam be postponed to a time still within the final exam period, the student and professor should complete the Request for Examination Postponement Form. An incomplete grade is not necessary in these circumstances.

Instructors are not authorized to extend the time for completion of course work without the Association Dean’s approval. If an IN is warranted, the student should submit the Request for an Incomplete Grade Form, signed by the student and the professor, to 101 Monroe Hall by the published deadline.

An IN does not affect the GPA and is replaced by the final grade, which is submitted by the professor after the student completes the work. If the final grade is not submitted four weeks after the end of the examination period, by the deadline published in the College calendar, the grade of IN converts to an F.

Should I Request an Incomplete Grade?
There are situations in which an incomplete is warranted and works and cases where it will not. Some guidelines to help you decide:

When an IN is an Appropriate Option

- You have a solid attendance record.
- You have completed approximately 75% or more of the work for the class.
- You are not failing the class.
- You have consulted with the instructor and you have a viable plan to complete the coursework within the allotted four weeks.
- One to two incompletes is reasonable; more than that may mean that you should withdraw from the semester.

If you do not meet these criteria, you should meet with your Association Dean in Monroe Hall to discuss your academic options.

Relevant Faculty Policies

Grade Changes:
- A grade may only be changed as the result of error in transcription or error in computation.
- If a final grade other than an IN has been assigned, a professor may not accept additional work from the student as grounds for changing the grade.

Repeating a Class:
- You may not repeat a class in a future term to finish the work for the incomplete.
- You may not get credit for the same class twice.
REQUEST FOR AN INCOMPLETE GRADE

Association: Are you or were you ever an □ Echols Scholar □ Student Athlete □ Transfer Student

If none of the above, what was your first-year residence hall? ________________________________

Expected graduation: □ Spring 20___ □ Fall 20___ □ Summer 20___

CURRENT DEGREE CANDIDATES: See the College Registrar BEFORE you obtain your instructor’s approval. In order to graduate on time, all course grades must be received by the College Registrar by the end of the examination period.

INSTRUCTIONS:
1. Read the instructions and guidelines on both sides of this form.
2. Complete this form and have your instructor sign it.
3. Make a copy for your instructor. You may also wish to make a copy for your own records.
4. Return the original to 101 Monroe Hall. Your request will be reviewed by the Dean’s Office.

We will notify you and your instructor only if your request is denied.

DEADLINE: The deadline to return the completed form to 101 Monroe Hall is the final day of the examination period.

NOTE: Once this request has been approved, the student has four weeks from the end of the semester’s examination period to complete the course requirements and have their grade submitted by the instructor. The exact deadline is listed in the College calendar. After the deadline, the grade will automatically convert to an “F.” This form should NOT be used to rearrange your exam schedule during the exam period, or for IMP or PST senior theses.

<table>
<thead>
<tr>
<th>COURSE INFORMATION</th>
<th>REASON FOR REQUESTING INCOMPLETE GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject Area and Number (e.g., ANTH 1010)</td>
<td>Current Semester</td>
</tr>
<tr>
<td>Spring / Fall / Summer 20___</td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTOR’S STATEMENT: The student named above has compelling reasons for not completing the work in my course on time. I approve their request for an incomplete grade to carry no longer than the deadline – four weeks from the end of the semester’s examination period (see College calendar for date). I will assign a grade of “IN” when I submit final grades. I agree to change the grade no later than the College deadline. If the grade of IN is not changed by the deadline, it will convert to an “F.”

INSTRUCTOR’S SIGNATURE: _____________________________ DATE: _______________

STUDENT’S STATEMENT: I request an incomplete grade for the above course. By my signature below I attest that I have read, understood, and agree to the instructions, statements and guidelines on both sides of this form.

STUDENT’S SIGNATURE: _____________________________ DATE: _______________

Office use only

☐ APPROVED ☐ DENIED  Dean’s Signature: _____________________________ Date: _______________

Recorded __________ CLAS | Revised April 4, 2019