

### **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.



Last Name	
First Name	
Student ID#	
UVA e-mail	
Phone #	

## 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.

COURSE INFORMATION		REASON FOR REQUESTING INCOMPLETE GRADE
Course Subject Area and Number (e.g., ANTH 1010)	Current Semester	
	Spring / Fall / Summer 20____	

**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 \_\_\_\_\_