

REQUEST FOR INCOMPLETE GRADE

OFFICE of the REGISTRAR • 350-4500
OneStop Student Services, 253 University Hall

Students must request an incomplete grade from the instructor before the end of the last class day of the term. An instructor may give a grade of Incomplete (I), at the student's request, on the grounds of some documentable occurrence beyond the student's control causing him or her to miss the final examination or some other limited amount of work at the end of the semester or term. An incomplete grade must not be used as a substitute for an F when the student's performance in the course is less than satisfactory or is indicative of failing. An incomplete is only appropriate when the successful completion of the outstanding work missed as a result of the documented occurrence will enable the student to pass the course. *Students with an outstanding incomplete grade are not permitted to attend additional class sessions in the following semester to make up coursework.*

I, _____ am requesting an incomplete grade from
(Name of Student)

_____ in _____
(Name of Instructor) (Department and Course Number)

for the _____ term for the following reasons:
(Semester and Year)

(Signature of Student)

(Date)

(UNCA ID Number)

To Be Completed By Instructor

I have approved the above student's request and am requesting an incomplete grade (I) be recorded for the course and term specified. The default date, by university policy, is four weeks prior to the end of the term immediately following, summer terms not included. This will be the default date unless I have otherwise specified below.

The student must submit the following work: _____

Alternate Default Date _____ (date due cannot extend beyond the university default deadline). If the Office of the Registrar does not receive a grade change form from me within a week after the default date, they are to record the permanent grade of _____. (If no grade entered, an F or U will be recorded).

(Signature of Instructor)

(Date)

Original: Registrar

Yellow: Instructor

Pink: Student