Department of Political Science

Request and Conditions for Grade of (I) Incomplete

Name of Student ______________________________________________________________________

Student ID __________________________________________________________________________

Course assigned the grade of “I” ______________________________________________________________________

Semester and Academic Year enrolled ______________________________________________________

University Policy Regarding Incomplete:

Grade of I (Incomplete). The grade of I is assigned at the discretion of the instructor when a
student who is otherwise passing has not, due to circumstances beyond his/her control,
completed all the work in the course. The missing work must be completed during the next
semester (fall or spring) in residence, but no later than 12 months after the term in which the I
was assigned, whichever comes first. If the I is not removed during the specified time, a grade of
F, U or N as appropriate is automatically assigned. The grade of I cannot be removed by
enrolling again in the same course.

Portion of requirements that have been completed and grades assigned so far:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

The following work must be completed to remove the Incomplete:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Date that completed work is due: ___________________________ Instructor ___________________________ Date

Student ___________________________ Date

Student signature indicates that s/he understands and will abide by the University Policies appearing
above.