

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.