THE I (Incomplete) grade is temporary and may be given only by student request and instructor consent and only after the cut-off date for use of the W grade. It is used in the case of severe hardship beyond the control of a student that prevents completion of course requirements. An undergraduate student who wishes to receive an Incomplete (I) grade in a course must present an Undergraduate Student Request for Incomplete (I) Grade Contract to the instructor AFTER the cut-off date for awarding a “W” grade.

**Student Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
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<tr>
<th>Course Rubric</th>
<th>Course Number</th>
<th>CRN</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
</table>

**TERMS OF THE INCOMPLETE CONTRACT**

Provide summary of work completed to date and current grade _________

The completed work summarized above represents _________% of the final grade

The following work must be completed to remove incomplete grade:

Student work to remove an I grade for credit courses and faculty submission of the grade must be completed within one year from the faculty grade submission deadline for the appropriate semester. I grades after the one year deadline shall be changed to the Incomplete Final Grade assigned by the instructor of record. In absence of an assigned Incomplete Final Grade, I grades will convert to a 0.0 for undergraduate students. **The rules described above do not apply to degree candidates. Graduating students requesting Incomplete grades in the final semester should contact the degree auditor immediately.**

I have read the above information and understand that it is my responsibility to submit the remaining requirements to the instructor before the deadlines stated.

___________________________________     _________________    __________________________________________
Student (Signature)                           Date                       Student (Print)

___________________________________     _________________     __________________________________________
Instructor (Signature)                           Date                        Instructor (Print)

WHEN THE COURSEWORK LISTED ABOVE IS COMPLETED, THE INSTRUCTOR MUST SUBMIT A FINAL GRADE BY COMPLETING THE “GRADE CHANGE REQUEST FORM” ONLINE BY THE DEADLINE SPECIFIED IN THE UNIVERSITY CALENDAR.

Cc: _____Student     _____Instructor     _____UG Advising

5-05-14.djv