

# Application for Incomplete Grade

See Incomplete Grade policy on page 2. To request an incomplete grade, student completes sections I and II and submits form to instructor (Form may be emailed, but the student should communicate with instructor). If approved, the instructor specifies terms for making up the incomplete in section III and returns a copy to the student. The instructor must submit a copy of the agreement to Chief Distance Education Officer (aarnett@unity.edu) and Dean of Undergraduate Programs (drogers@unity.edu) for final approval. The form will not be accepted from the student.

Incompletes must be made up within one year of being assigned. If the work for the Incomplete is not finished within one year or before graduation, whichever comes first, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA.

Section I – Student Personal Information		
Unity ID #	Name	Date
Advisor Name	Degree	Major or Program

Section II – Request for Incomplete – to be completed by student			
Course Information			
Subj. Code	Course #	Course Name	Term/Year
Reason for Request – attach note from physician if necessary			
Student Signature			

Section III – Instructor Approval and description of work to be completed	
Additional work required to complete the course	
Instructor	Completion Deadline

Chief's or Dean's Approval	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Date
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## **Incomplete “I” Grade Policy**

An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion with the approval of the Chief Distance Education Office or Dean of Undergraduate Programs to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

### **Incomplete grades may be given only in the following circumstances:**

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student complete the “Application for Incomplete Grade” form before the end of the academic term.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

### **The following provisions for incomplete grades apply:**

- The “Application for Incomplete Grade” form may be obtained on the web at [www.online.unity.edu](http://www.online.unity.edu).
- Instructors are encouraged to submit a file copy of the “Application for Incomplete Grade” form when the Incomplete grade is assigned.
- The instructor submits the final grade on the “Application for Incomplete Grade” form used to approve the Incomplete grade.
- It is in the student's best interest that incomplete grades be made up by the end of the following academic term. Incomplete grades must be made up and final grades submitted within one calendar year from the date Incomplete was recorded.
- The course work may be completed while the student is not enrolled.
- Incomplete grades appear on the transcript for one year. Incomplete grades do not affect the grade point average. After one year, or at the time of graduation, Incomplete grades will change to ‘F’ and affect GPA.
- An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.
- An Incomplete should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an incomplete grade in a course must not reregister for the course in order to remove the “I”.