

REMOVAL OF INCOMPLETE POLICY & PROCEDURE

- An incomplete (I) grade may be given by the instructor to a student who is doing passing work in a course, but who, for reasons beyond his/her control, is not able to complete the work on time.
- The I grade notation must be changed within the time limit determined by the instructor and **may not extend beyond six weeks following the end of the semester or 30 days for sessions eight weeks or less in length.**
- Until changed, the "I" grade defers computation of credits and grade points for the course to which it is assigned. Failure to complete the work before the limitation date, or within the time imposed by the instructor, **results in the assignment of an administrative *F grade for the course.**
- Some programs have established more restrictive or differing policy regarding incomplete grades. Students should consult the program in which they are enrolled for exceptions to this policy.
- Once an I grade notation is removed, academic standing will be updated according to good standing or probationary standards. Students receiving Incompletes are not eligible for Dean's List.

STUDENT INFORMATION

First Name: _____ Last Name: _____

PRN: _____ (ex: 9104XXXXX) UNE Email address: _____

SECTION I: COURSE INFORMATION

Semester/Term: _____ (ex: Spring) Year: _____ (ex: 2024) CRN: _____ (ex: 2143)

Course Subject and Number: _____ (ex: CHE 110)

Course Title: _____ (ex: General Chemistry I)

SECTION II: GRADE INFORMATIONI, _____, hereby request that the grade of _____ be recorded.
Instructor Name Course Grade**SECTION IV: APPROVAL** (Font signature NOT accepted)

Instructor Signature: _____ Date: _____