

**STUDENT/COURSE INFORMATION:**

Student name \_\_\_\_\_ Student ID # \_\_\_\_\_

Instructor name \_\_\_\_\_ Semester/Year of Incomplete \_\_\_\_\_

Course (list prefix, course number, and section) \_\_\_\_\_ (example: BIO-151-MM03)

**STUDENT INSTRUCTIONS/ACTIONS:** The student should initiate the request by reaching out to the instructor.

**INSTRUCTOR INSTRUCTIONS/ACTIONS:**

- The instructor is required to email this form to [regis@marian.edu](mailto:regis@marian.edu) after both the student and instructor have signed
- Before the deadline, the instructor should contact the Office of the Registrar to provide a final grade on the original form. Failure to provide a final grade, prior to the due date, will result in the final grade of "F". This is system automated.
- The instructor has the right to deny a request for an incomplete.

**AUTHORIZED DUE DATES**

- Fall due date: no later than March 1st of the following year
- Spring and Summer due date: no later than October 1st of the current year
- Graduate course incompletes are due within one calendar year of the course end date.

**REMAINING REQUIREMENTS, DUE DATES AND SIGNATURES:**

Remaining Course Requirements (this must be completed by the instructor):

- 
- 
- 

Deadline date given by instructor to student for remaining requirements to be submitted: \_\_\_\_\_

Final Grade due date to be set in MUHUB by Registrar's Office (see authorized due dates above): \_\_\_\_\_

For the official record, the student's current grade in the course is: \_\_\_\_\_ (letter grade, not percentage).

NOTE: The student should have completed substantial portions of the course with a current passing grade. A final grade must be awarded in the below section to remove the "I" grade. **This is NOT a default grade.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMOVAL OF INCOMPLETE AND AWARDING OF FINAL GRADE:** This is to be completed by the instructor at the point in which a final grade has been awarded.

**Please check all that apply.**

- Change grade from "I" to \_\_\_\_\_ (letter grade, not percent)

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- The "I" has converted to an "F" because it has passed the above listed deadline. A copy of the original has been provided by the Registrar's Office for further approval by the issuing instructor's supervisor.

**Instructor's Supervising (Chair/Dean) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructor's Supervising (Chair/Dean) printed name: \_\_\_\_\_