

REQUEST FOR AN INCOMPLETE GRADE for UNDERGRADUATE STUDENTS

Regularly scheduled courses, independent studies, and internships are to be completed within one term. With an instructor's approval, a student may take an incomplete ("I") in a course. An "I" will be given only in unusual circumstances that are beyond the control of the student. An "I" cannot be granted for failing or uncompleted work (a substantial portion of the work must have already been completed).

An "I" must be updated to a final grade within four months after the end of the registration term (or by the summer III grading deadline if the student intends to graduate in the summer). Otherwise, the "I" will convert to an "F" grade. If an "I" has been converted to an "F," the student may complete the necessary course work, at the instructor's discretion, within one year in accordance with the grade change policy. The student may not complete course work after that time.

Signed form must be returned to Department Chair by the grades submission deadline for the term of registration.

Please Print:

Name (last, first, middle): _____ Hamline ID: _____

Hamline Email: _____ Phone: _____

Course:

Term: Fall Winter Spring Summer Year: _____

Subject Code	Course Number	CRN	Course Title

Date final grade will be submitted by instructor: _____

Reason:

Description of work to be completed:

Signatures:

Instructor (required): _____ Date: _____

Department Chair (required) _____ Date: _____

Student (optional): _____ Date: _____