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An incomplete grade (“I”) may be given with instructor approval and only in unusual circumstances that are beyond the control of the student. An “I” cannot be granted if a student is failing or has not completed a substantial portion of the course.

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Instructions:

1. Student and instructor work out a plan to complete the course within 4 months of the end of the semester.
2. Student and instructor complete and sign this form.
3. Instructor turns in form to their Department Chair/Program Director and Associate Dean.
4. Student completes coursework.
5. Instructor updates student’s final grade using the Grading Change Form on the Registration and Records website.

An “I” must be updated to a final grade within **four months** after the end of the registration term (or by the summer grading deadline if the student intends to graduate in the summer). Otherwise, the “I” will convert to an “F” grade.

**Signed form must be returned to the instructor’s Department Chair/ Program Director and Associate Dean by the grade submission deadline for the term of registration.**

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Please Print:

Name (last, first, middle): \_\_\_\_\_ Hamline ID: \_\_\_\_\_

Hamline Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Course:**

Term:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Subject Code	Course Number	CRN	Course Title

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**Reason for Incomplete:**

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**Plan and timeline to finish coursework (add additional page if necessary):**

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**Required Signatures:**

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

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

Department Chair/Program Director: \_\_\_\_\_ Date: \_\_\_\_\_