

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 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.

**Signed form must be returned to Department Chair or Program Director by the grade 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

**Reason:**

**Description of work to be completed:**

**Required Signatures:**

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

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

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