



*Office of the University Registrar*  
**University of Mount Union**  
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# INCOMPLETE GRADE REQUEST

## *Graduate Programs*

### STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major/Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

### INCOMPLETE GRADE REQUEST INFORMATION

Course Code: \_\_\_\_\_ Section: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

Please provide a brief description of the circumstances justifying a grade of Incomplete (I):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### APPROVAL & INCOMPLETE INFORMATION

The Incomplete (I) grade is to be used for situations where an unanticipated or unavoidable situation arises that prevents a student from completing a course during the scheduled semester. It is not to be used to extend the time available for convenience or to re-take the course. The assignment of an "I" grade must be approved by Program Director of the applicable graduate program. Such requests shall be submitted before the end of the semester for a full semester course or second half semester course and include the basis for the request.

Student work required to resolve the incomplete grades must be completed by the end of the fifth week of the next regular semester following the one during which the "I" grade was assigned. It is the student's responsibility to arrange for completion of the work. The final grade is due to the University Registrar during the sixth week of the following semester and may be any regular grade. An "I" grade which has not been reconciled to a final grade by the end of the sixth week of the next regular semester will become an "F" and be included in the calculation of the student's cumulative grade point average.

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

#### *Office Use Only*

Date Received by Office of the Registrar: \_\_\_\_\_ Date Entered in System: \_\_\_\_\_ Entered by (Initials): \_\_\_\_\_