
Student's Last Name

First Name

Semester/Date: _____

University of Virginia School of Continuing and Professional Studies
Request for a Grade of Incomplete (IN)

This document represents an agreement between a member of the faculty and a student in which the instructor agrees to allow the student to receive an incomplete grade. The instructor will then extend the deadline for submitting course assignments to a date which occurs after the course has ended. Signatures below indicate agreement between the student and the instructor as to the date(s) and which assignments are now due. No due dates may extend beyond the end of the semester following the term in which the student's work was originally due. If the student does not provide all materials to the instructor by the due date, the instructor will change the Incomplete to the appropriate grade, usually "F". Instructors have the option of setting due dates earlier than the last date specified as an option by the School.

(Please print)

Student's Name: _____ Student's Email: _____

Student ID Number _____ (Last Four Digits Only if using Social Security Number)

Instructor's Name: _____ Instructor's Email: _____

Course Mnemonic, Course #, Title: _____

Reason Student is requesting a grade of Incomplete (to be completed by the student and may be completed by attaching an email.): _____

Work to be completed (to be completed by the instructor):

Assignment: _____ Date Due: _____

Assignment: _____ Date Due: _____

Assignment: _____ Date Due: _____

Deadline for Submitting All Course Materials: _____ Student's

Signature _____ Date: _____ Instructor's Signature

_____ Date: _____

A completed copy of this form must be submitted by the instructor to the appropriate SCPS Center or office.