



*Office of the University Registrar*  
**University of Mount Union**  
 Beeghly Hall, 113  
 Ph: (330) 823-6108 / F: (330) 823-3068  
 Registrar@MountUnion.edu

# INCOMPLETE GRADE REQUEST

## 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: \_\_\_\_\_

***\*\*Once completed and signed by all parties, please return to the Office of the University Registrar \*\****

## 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 the Associate Academic Dean. 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. A request for an "I" grade for a first half semester course must be made prior to the last day of class for such course. The "I" grade may also be used when internships are planned to extend beyond the end of a regular grading period and must also be approved by the Associate Academic Dean.

Student work required to resolve the incomplete for full semester courses or second half semester courses 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. Student work required to resolve the incomplete for first half semester courses must be completed by the end of the sixteenth week of the semester of 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 for first half semester courses is due by the applicable date set forth by the Office of the University Registrar for full semester courses of the semester of the one during which the "I" grade was assigned. The final grade for second half semester and full semester courses is due to the University Registrar during the sixth week of the following semester. The final grade may be any grade from "A" to "F". An "I" grade which has not been reconciled to a final grade by the deadlines set forth in this paragraph will become an "F" and will be included in the calculations of the student's cumulative grade point average.

Assoc. Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

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