



**School of Information Sciences UNDERGRADUATE
Request for Incomplete "I" Grade**

An Incomplete "I" Grade may be recorded at the discretion of the student's college, in collaboration with the instructor and academic advisor, for individual cases. A grade of "incomplete" that is not removed by the end of the first eight weeks of instruction in the next semester in which the student is enrolled on the Urbana-Champaign campus becomes the grade of F (or U) by rule, depending on grading mode of the course.

Please type or print

Last or Family Name

First Name

NetID

UIN

Course for Which an "I" is Requested:

Course Number Course Title CRN

Credit Hours: 3 Hours 4 Hours Other:
Term: Spring Summer Fall Year: _____

Please state here the reason(s) you feel a grade of "Incomplete" is justified:

Signatures:

Student Date

Instructor (You must complete page 2) Date

iSchool Dean/Director Signature Date

Must Be Completed by Instructor:

Date of last contact with student, prior to request for incomplete: _____

Details of individual outstanding assignments:

Agreed upon timeline for completion of assignments and due dates:

What is an Incomplete "I" Grade?

Approved extension of time to complete the final examination or other requirements of the course. Students who are assigned incomplete grades will be allowed to finish remaining course requirements without any additional fees. <https://studentcode.illinois.edu/article3/part1/3-104/>

Undergraduate Students

Only the dean of the student's college may authorize such extension of time in individual cases. A grade of "incomplete" that is not removed by the end of the first eight weeks of instruction in the next semester in which the student is enrolled on the Urbana-Champaign campus becomes the grade of F (or U) by rule, depending on grading mode of the course. The exact date can be found on the Office of the Registrar Academic Calendars (<http://registrar.illinois.edu/academic-calendars>). If the student receiving the incomplete grade does not reenroll on the Urbana-Champaign campus, the incomplete grade, if not removed, becomes an F (or U) by rule, after one calendar year. With the approval of the dean of his or her college, the student who has not made up an "incomplete" examination may be withdrawn from the course retroactively, provided such withdrawal is completed before the grade of "incomplete" automatically becomes a grade of F (or U) by rule. In exceptional cases, a student who, because of absence for active military service, physical disability, or other sufficient cause, is unable to comply with the rule by removing the I grade within the specified time may be granted a limited extension by the dean of his or her college. A student whose status cannot be determined because of "incomplete" grades may register again only with the approval of the dean of his or her college. (See §§ 3-313 and 3-201.)

This grade is an extension of time granted by the instructor to a student who is not able to complete all course requirements by Reading Day. A request for an Incomplete grade must be initiated by the student prior to Reading Day. A grade of Incomplete must be replaced by a letter grade no later than 5:00 p.m. of Reading Day of the next semester in which the student is registered or it automatically becomes an F grade. If the student does not enroll the following semester in a graded course, the incomplete grade becomes an F-by-rule after one year. Incomplete grades earned in the spring semester will not be converted to F-by-rule until the end of the following fall semester, whether the student registers for the summer

Instructions:

1. Complete the student section of this form and sign
2. Have the instructor complete the second page and sign the first
3. Instructor should email the form to ischool-is@illinois.edu
4. Student and instructor will be notified if Incomplete is approved
5. Student should work with Instructor to complete requirements for the course based on the timeline, and instructor will need to submit a grade change when complete