

**DEPARTMENT OF POLITICAL SCIENCE
GRADUATE PROGRAM
INCOMPLETE FORM**

Student Name: _____ Z-ID _____

Course Number/Section: _____ Semester _____

With regard to the deadline for removing an incomplete, the catalog states:

When the I is assigned, the instructor will file in the departmental office a statement of the work to be completed and will set a deadline for the student to fulfill this requirement. In no case may the deadline be later than the end of the next term, including the summer session as one term, after the term for which the incomplete had been assigned.

The incomplete must be removed within the following term (including summer session) whether or not the student is enrolled. If an extension in time is required to remove an I, an extension of up to one term may be granted on the recommendation of the instructor and with the approval of the office of the dean of the Graduate School. Only one such extension per course may be granted.

Instructor: _____

To allow the Department to submit a final grade in the event you become unavailable to evaluate the above student's work, the following information is requested (on reverse side).

- Course requirements
- How much each graded requirement contributes to the final course grade
- Grades for completed requirements
- Unmet requirements that must be completed to remove incomplete grade

Please list the following items:

<u>List Course Requirements</u>	<u>Provide Percent of Final Grade</u>	<u>Provide Grade or Mark as "to be completed"</u>
1.	<hr/>	<hr/>
2.	<hr/>	<hr/>
3.	<hr/>	<hr/>
4.	<hr/>	<hr/>
5.	<hr/>	<hr/>
6.	<hr/>	<hr/>
7.	<hr/>	<hr/>

If the syllabus is not posted on department web page, please include here.