

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

Student Name: \_\_\_\_\_ Z-ID \_\_\_\_\_

Course Number/Section: \_\_\_\_\_ Semester \_\_\_\_\_

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

*A grade of I (incomplete) is assigned at the discretion of the instructor, when illness, death in the immediate family, or other unusual and unforeseeable circumstances not encountered by the other students in the class prevent completion of the course requirements by the end of the semester. Under these circumstances, a grade of I (incomplete) may be assigned when a student is unable to complete the course requirements but only when it is possible that the completion of the remaining work could result in a passing grade.*

*An I (incomplete) grade received during the fall semester, the spring semester, or the summer session must be cleared no later than 200 calendar days from the end of the term in which the student received the grade unless the incomplete is extended by the instructor. All incompletes, whether extended or not, must be cleared within a year of when the grade was assigned.*

*An I (incomplete) must be resolved within the appropriate time limit or it will automatically be changed to an F. The student is responsible for seeing that incompletes are made up before the expiration date.*

*Before submitting grades to the Office of Registration and Records, an instructor who assigns a grade of I (incomplete) will provide the chair of the department with a written statement of the remaining work to be completed to remove the incomplete. Upon request, the student may obtain a copy of that statement from either the instructor or the department chair.*

Instructor: \_\_\_\_\_

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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.	_____	
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	

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