

University of St. Thomas

Assignment/change of mark of incomplete for undergraduate students

Please note: This form cannot be used to change a letter grade

Instructions: The instructor should give one copy to the student and retain two copies. When the student has completed the work, the instructor should provide one copy to the registration and records office for his/her program or school, with the final grade filled in. One copy is to be retained by the instructor.

Date: _____

Instructor's name: _____

Mail #: _____ Student's name: _____ UST ID#: _____ Mail #: _____

A mark of I has been issued to this student in:

Department code: _____ Course #: _____ Section: _____ Term: _____ Year: _____

Deadline for completion of work (check one): Completion record:

- December 1 for previous spring and summer sessions The mark of I is changed to a grade of: _____
- May 1 for previous fall and January term Date: _____
- Other as established by instructor (date): _____

Reason for the delay in completion of work: _____

Remaining work to be completed: _____

I herewith certify that this incomplete assignment complies with the policy stated below.

Instructor signature: _____

The following university policy governs the assignment of incomplete notations: The mark of I is used if the student has not completed the work of the course, has good reason for the delay, and has made arrangements with the instructor before the date grades for the course are due to be submitted. Ordinarily, good reason will involve matters not wholly within the control of the student, such as illness. The mark of I is not to be used to allow a student to improve a grade by additional work over and above that ordinarily expected for the course or by repetition of the work already submitted to the instructor. The mark of I should not be used without prior arrangement between the instructor and student.

This incomplete will lapse to an F unless the instructor changes it before the grade deadline for the subsequent full semester. This deadline may not be extended. The instructor may change a resulting F by means of university grade change policies and procedures.

For registrar use only:

Student notified: _____ ACA update: _____ Operator _____