

# Incomplete Grade Request

Revised Date: 11/3/20

**Online students:** Familiarize yourself with the Incomplete Grades Policy in Section 5: General Academic Information and Policies of the [Academic Catalog](#). Read and consider your options below, then complete Page 1: Sections A and B electronically and submit this form to your instructor via email. Your instructor will complete the remainder of the form. If an Incomplete Grade Request is not appropriate, you may consider other options by referring to the *Student Rights and Responsibilities* section in the [Academic Catalog](#).

## Incomplete Grade Request

Approval of Incomplete Grade Requests are at the discretion of the instructor. The instructor will consider the following elements for an Incomplete Grade Request. Have you:

- o Completed at least 2/3 of the assignments in the entire course and maintained attendance requirements?
- o Submitted coursework to date of passing quality? (A minimum average of D- (59.50) on submitted assignments in undergraduate coursework; a minimum average of C (69.50) on submitted assignments in graduate coursework.)
- o Submitted your request for an incomplete to the instructor prior to the submission of the final grade? If an Incomplete Grade Request is made after final course grade is submitted, it will be denied. Please see the *Grade Appeal* process in the [Academic Catalog](#).

If you have been authorized for a disability accommodation through the [Office of Student Access and Wellness](#), please include your Authorized accommodation form with this request.

If approved, you will have up to 30 days, based on instructor discretion, from the last day of the course to finish your coursework.

## Section A: Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID (ABCDEF1234): \_\_\_\_\_ Student Email Address: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Course Number (e.g., EXP 105): \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Note:** This request must be submitted prior to the instructor's submission of your final grade for this course. Students should receive a response from the instructor within 48 hours of submission of request.

## Section B: Reason for Request

Please check the reason for your Incomplete Grade Request:

- Pre-Authorized Accommodation (include the Authorized Accommodation form with this request)
- Temporary Military Duty (please provide a brief description of your military obligations in the space below)
- Other Temporary Hardship: Please provide your reason for the request in the space below.

**Explanation:**

**– End of Student Section –**

# Instructor Recommendation For Incomplete Grade Request

**Note: Students do not complete Section C. This will be completed by your instructor.**

**Online Instructors:** Submit this form as an attachment via email to [grade.change@UAGC.EDU](mailto:grade.change@UAGC.EDU). For former University of the Rockies students, submit via email to [RecordsUoR@UAGC.EDU](mailto:RecordsUoR@UAGC.EDU). Please CC your Faculty Support and Development Associate (FSDA) using your University faculty email account. If you are submitting on behalf of the student with their consent, please ensure Page 1 is also completed. If you don't have access to view the Student ID, this field can be blank.

## Section C: Guidelines for Evaluation of Eligibility

1. Completed at least 2/3 of the assignments in the course and maintained attendance requirements.
2. Coursework submitted to date must be of passing quality. Undergraduate coursework must have a minimum average of D- (59.50) on submitted assignments. Graduate coursework must have a minimum average of C (69.50) on submitted assignments. If you are unsure, please utilize the *Incomplete Eligibility Worksheet* on the following page.
3. Incomplete Grade Request has been submitted to the instructor prior to the submission of the final grade. If an Incomplete Grade Request is made after final course grade is submitted, it will be denied. Please see the *Grade Appeals* process in the [Academic Catalog](#).
4. When considering a request from a student possessing an Authorized Accommodation form which pre-authorizes an incomplete grade, reach out to the [Office of Student Access and Wellness](#) if this request might be denied.

Does the student meet the guidelines for eligibility as outlined above? (If you are unsure, please utilize the *Incomplete Eligibility Worksheet* on the following page)  Yes  No

## Instructor Recommendation:

- Approved
- Denied, does not meet eligibility criteria
- Denied, other

## Instructor Next Steps:

1. Communicate to student the outcome of the request. If approved, let the student know:
  - a. Which assignments will be accepted and their due dates (up to 30 days after the last day of the course)
  - b. To inform you once work has been submitted.
2. Grade all accepted assignments and update grades in gradebook.
3. Submit a Grade Change form and CC your FSDA to report the final grade to the Registrar's Office.

The final grade at the end of the approved incomplete period will be updated by the Registrar's office once the instructor has submitted a final grade change form. The final grade earned should reflect the final evaluation of coursework submitted during the course, as well as the approved assignments during the incomplete period, as determined by the instructor.

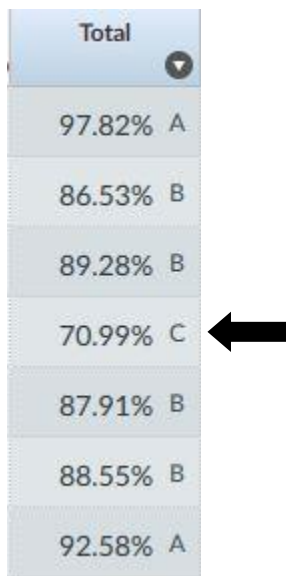
**If denied, provide explanation:**

## Incomplete Eligibility Worksheet

**Online Instructors:** Utilize this worksheet to ensure 2/3 of coursework is complete and that coursework submitted to date is of passing quality. Undergraduate coursework must have a minimum average of D- (59.50) on submitted assignments. Graduate coursework must have a minimum average of C (69.50) on submitted assignments.

1. Enter a zero for any missing assignments in weeks 1, 2, or 3.
2. Remove any zeros on missing assignments in weeks 4 and beyond.
3. Grade any submitted assignments that do not yet have a grade.
4. Count the number of graded assignments and divide that by the total number of gradable assignments in the course (do not include items that may appear in the Gradebook but do not receive a grade).
5. View the Total Column in the Gradebook.

To be eligible for a grade of incomplete, undergraduate students must have a minimum average of D- (59.50) on submitted assignments. Graduate coursework must have a minimum average of C (69.50) on submitted assignments.



Total
97.82% A
86.53% B
89.28% B
70.99% C
87.91% B
88.55% B
92.58% A

This student's Total Grade is 70.99%; therefore, this student would be eligible for a grade of Incomplete.