

Incomplete Grade Request Form

A student may request an incomplete (I) grade if the student experiences an extenuating circumstance beyond the student's control which impacts his/her ability to complete all coursework before the end of the term. For an incomplete grade to be given, the student must be passing at the time of the request or must be sufficiently close to passing for the instructor to believe that, upon completion of the work, the student will pass the course. The granting of an incomplete grade is at the discretion of the instructor and the Department. Having an incomplete may impact your ability to enroll in additional STAT or DATA courses and, in some cases, your financial aid.

As stated in the [University Senate Rules and Regulations, Article II, Section 2.2.3.2](#): "A student who has an I posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which may not exceed one calendar year, or the last day of the term of graduation, whichever comes first. An I not removed according to this rule shall automatically convert to a grade of F, or the lapse grade assigned by the course instructor, and shall be indicated on the student's record."

In order to request an incomplete grade, the student must submit the completed form to the Department (via stats_education@kumc.edu) and instructor no later than the last day of the term.

To be completed by student:			
Name		Student ID Number	
Course		Term	
Instructor		Date of Request	
I am requesting an incomplete because			
Completion plan (list all outstanding assignments/exams and proposed completion date for each):			
I will complete all requirements for this course by			
If approved, I understand that failure to complete all requirements by the arranged dates stated above will result in a grade calculated with zero scores for any un-submitted work.			
Student's Signature		Date	
To be completed by department:			
	Approved	Approved with Modifications	Denied (reason attached)
Instructor Signature		Date	
Department Signature		Date	