

University of Northern Virginia
10021 Balls Ford Road, Manassas, VA 20109
703/392-0771 Fax: 703/392-0756
www.unva.edu

Policy Regarding the Grade of "I" (Incomplete)

"Incomplete" (I) - Students who fail to complete all requirements for a course by the last date of the course may be awarded a grade of Incomplete (I) by the instructor. The student must submit all course materials to the instructor for grading within eight weeks from the date of course completion. The eight-week deadline is printed on the official grade report. The final grade for this course must be submitted to the Registrar's Office within ten weeks of the course completion date. Incomplete grades will revert to "F" at the end of ten weeks and the student will be required to repeat the course. They will be required to pay full tuition.

Note: A student **CANNOT** graduate with a grade of "I" on their record.

_____ has received an Incomplete (I) grade in
(Student's Name)

_____ on _____.
(Class Name, Course and Section Number) (Date)

The student agrees to complete the work according to the agreed-upon deadlines.

Work to be completed

Deadline

_____	_____
_____	_____
_____	_____
_____	_____

The eight week deadline is _____, and the Incomplete (I) reverts to a Failing (F) on _____.

Arrangements such as grade value, specific instructions and other administrative details should be stated:

(Student Signature)

(Faculty Signature)

(Date)

(Date)

Address: _____

Address: _____

E-mail Address: _____

E-mail Address: _____

Phone: (Home) _____

Phone: (Home) _____

(Work) _____

(Work) _____