



UNIVERSITY OF NORTH CAROLINA WILMINGTON

FORM FOR ASSIGNING AN INCOMPLETE ("I") GRADE

Student Name: _____ Student ID#: _____
Last First Middle

Course: _____ Term(s): [] Spring [] Summer I [] Summer II [] Fall _____
Department Course No. Section No. Year(s)

Course Instructor Name: _____ Course Instructor E-mail: _____@uncw.edu

1. Reasons for Incomplete:

[Empty box for reasons for incomplete]

2. Specific work not completed:

[Empty box for specific work not completed]

3. Grade Due By: _____ (All incomplete grades must be removed according to a deadline established by the instructor, but no later than the end of the next regular semester for undergraduate courses, or one year for graduate courses. Otherwise the "I" becomes "F" and cannot be changed.)

NOTE: Incompletes cannot be made up by registering for the course. If the student must repeat the course, the assigned incomplete grade will revert to a grade of "F".

[] I (as instructor) have discussed the terms and conditions of this incomplete grade with the student named above.

Instructor: _____ Date: _____

Department Chair: _____ Date: _____

Registrar's Office Only
Grade Converted to 'F'
Date: _____
Initials: _____

Please send (or email) the original form to the Registrar's Office, registrar@uncw.edu.

REG 27 (05/09)