



# REQUEST FOR GRADE OF INCOMPLETE

Students may petition to receive the designation of incomplete (I) in case of illness or unavoidable circumstances unrelated to the course requirements. By federal regulation, an incomplete is only available if a major portion (51% or more) of the course has been completed satisfactorily.

A request for an incomplete must be approved by the instructor and program chair. **It must be submitted by the Friday before the final examination week.** The deadline for course completion is no later than the end of the following term (not including the summer term).

## TO BE COMPLETED BY THE STUDENT:

Student Name:		UC-ID #:	Date of Request:
Term:	Course Code & Section:	Course Title:	
Reason for Request:			
Student Signature:			Date:

## TO BE COMPLETED BY THE INSTRUCTOR AND PROGRAM DIRECTOR:

Student Must Complete the Following Work:			
Grade to be Awarded if Work Not Completed:		Date Work to be Completed and in Possession of Instructor:	
Instructor Signature:	Date:	Program Director Signature:	Date:

The request must also include the grade the student would receive if no further work were completed in the course, and the deadline for completion which must be no later than the end of the following term (not including summer term). Failure to meet this contract deadline will result in recording of the grade as indicated on the request.

## TO ASSIGN FINAL GRADE: Use Grade Correction Form

**Records Only:**

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Union College Records Office | Dick Building 507 | 3800 S 48<sup>th</sup> Street, Lincoln, NE 68506  
Phone: (402) 486-2529 | [records@ucollege.edu](mailto:records@ucollege.edu)