



UNIVERSITY OF
NEW ENGLAND

Removal of Incomplete Grade

Forms without a student PRN, CRN, instructor signature, or a final grade will be returned to the department and will delay the updating of the student's record.

Student's Name: _____ PRN: _____

Email Address: _____

Term: 20____ ☐ Summer ☐ Fall ☐ Spring

CRN: _____ SUBJECT: _____ COURSE
NUMBER: _____

COURSE TITLE: _____

INSTRUCTOR:
(Please Print) _____

FINAL GRADE TO BE RECORDED: _____

INSTRUCTOR:
SIGNATURE _____

Incomplete Policy:

An incomplete (I) grade may be given by the instructor to a student who is doing passing work in a course, but who, for reasons beyond his/her control, is not able to complete the work on time. The "I" grade must be changed within the time limit determined by the instructor and may not extend beyond six weeks following the end of the semester or thirty days following the end of an eight-week session. Until changed, the "I" grade defers computation of credits and grade points for the course to which it is assigned. Failure to complete the work before the limitation date, or within the time imposed by the instructor, results in the assignment of an administrative "*F" grade for the course. Some programs have established more restrictive or differing policy regarding incomplete grades. Students should consult the program in which they are enrolled for exceptions to this policy.

REGISTRAR'S OFFICE

Biddeford Campus 11 Hills Beach Road (Decary Hall, Room 114) Biddeford, Maine 04005

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