



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____	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> 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.

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