

**School of Information Sciences
Request for Grade of Incomplete**

Name: _____ **Date:** _____

Instructor: _____ **Term:** _____

I am requesting a grade of Incomplete for

Course #: INSC _____ **Course Title:** _____

Provide a brief statement indicating why you are petitioning for the grade of incomplete; e.g., personal-illness/injury, death in the family, etc.

Policy. An incomplete is a temporary grade indicating that a student has performed satisfactorily in the course, but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade.

Coursework must be completed by a date assigned by the instructor. All incompletes must be removed within one calendar year. If a supplementary grade report has not been received in the Office of the Registrar at the end of the calendar year, the I will be changed to an F. The course will not be counted in the cumulative grade-point average until a final grade is assigned.

A SIS student must request an incomplete in writing using a standard form available on the SIS website. The form must indicate the reason for the request and the projected dated for completion of the work. The form must be signed by the instructor and placed in the student's folder. The instructor's decision for acceptance or rejection of the petition for an I is final.

This procedure is in accord with SIS policy on incomplete's and the UTK policy for graduate courses which requires "circumstances beyond control" as a justification for an incomplete.

INSTRUCTOR ONLY

According to our understanding, all work necessary to remove the incomplete is to be in submitted on or before ____ / ____ /20____ . Otherwise, the grade of F will be transmitted to the Registrar's Office at that time.

I fully understand and accept the above provisions.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Complete the form and submit to the SIS Main Office.

cc: Student file, Student advisor, Instructor's file