

**THE UNIVERSITY OF AKRON  
BUCHTEL COLLEGE OF ARTS AND SCIENCES**

**Incomplete Grade Documentation**

INSTRUCTORS ARE REQUIRED TO COMPLETE THIS FORM. PLEASE REVIEW THE GUIDELINES BELOW. IT IS THE PREROGATIVE OF THE INSTRUCTOR TO ASSIGN INCOMPLETES.

**PLEASE PRINT INFORMATION**

Date: \_\_\_\_\_ Term/Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Instructor: \_\_\_\_\_

Department: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Student's Passing Grade to Date: \_\_\_\_\_

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Reason for Incomplete:

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Requirements Necessary to Remove "Incomplete Grade":

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**Requirements to be completed by:** \_\_\_\_\_  
(Date)

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Instructor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Department Chair Signature (INFORMATION ONLY): \_\_\_\_\_

Arts and Sciences Dean Signature (INFORMATION ONLY): \_\_\_\_\_

Copies should be submitted to: -Instructor  
-Department Head  
-Student

The grade of INCOMPLETE (INC) at The University of Akron indicates that a student has done passing work but for good and acceptable reasons could not complete all of the required work. the INC must be removed by the end of the following semester, not including summer sessions, or the INC converts to an F.

The INC is a problematic grade that can be misused. Students failing courses will sometimes request INC and permission to sit through courses again unofficially without paying tuition and fees. They expect to receive all new grades. Assigning an INC under these circumstances essentially allows students to be retested for the purpose of changing their grades without complying with the University's repeat for change of grade policy.

Please follow these guidelines when assigning an INC:

- the INC is a temporary grade given to a student who has completed most of the course and has a passing grade
- the student is unable to complete the course for reasons beyond his/her control, such as a serious medical problem or a major family crisis (subject to verification)
- a request to do additional work for the course or the pressures of a normal academic work load are not sufficient reasons to give an INC
- The student who receives an INC is not permitted to sit through the entire course again unofficially as one of the conditions of changing an INC to a letter grade
- before the INC is assigned, the student and the instructor must sign a statement indicating the reason for the INC and the specific work to be completed
- at grade reporting time the instructor must file the signed statement with the department and the office of the Dean of the College of Arts and Sciences
- a reasonable deadline for removing the INC must be included in the agreement
- ordinarily the grade of Permanent Incomplete (PI) is an inappropriate final grade with which to remove the INC
- the final grade must be reported to the registrar by the published deadline