

BA Incomplete Form

To be submitted by the instructor; must be signed by both the instructor and the student when an incomplete grade is to be given. To be eligible for an incomplete grade, a student must have satisfactorily earned a passing grade up to the point of absence, completed at least 75% of the course requirements, and be impacted by an extraordinary circumstance.

When giving an incomplete, the instructor and the student have to agree on requirements and a deadline up to two semesters not including the summer and winter. **For example, in the case of fall semester courses, work may not extend beyond the end of the following fall semester.**

In any case where these requirements and deadlines are not met, the incomplete grade will automatically convert to an F.

Student Name _____ RUID# _____
Instructor Name _____ Instructor Email _____
Course Name _____ Course# _____
Semester/Year course was taken _____

Reason for Incomplete _____

Outstanding Requirements _____

Deadline for student to submit missing work: _____

Student Signature _____ **Date:** _____

Instructor Signature _____ **Date:** _____

Once all parties have signed: Email the form directly to the Assistant Dean for Undergraduate Programs and cc the Associate Dean, BA Director, and student.