

**MPA Incomplete Form**  
(MPA and EMPA students only)

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 completed (C or higher) at least 60% 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 one academic year after the course has ended). **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 the grade indicated below.

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: \_\_\_\_\_  
Grade to be assigned if deadline is not met: \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Office Use Only – SPAA Student and Academic Services**

Received by: Full Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_