

**DUKE UNIVERSITY  
TRINITY COLLEGE OF ARTS AND SCIENCES  
PRATT SCHOOL OF ENGINEERING**

Request for an Incomplete "I" Grade

**This form may not be used when a student will (or has) missed the final exam.**

**Assignment of an Incomplete "I" Grade:**

- If a student is unable to complete work for a course due to illness, emergency, or reasonable cause, assignment of an incomplete or "I" may be warranted. The student should discuss the possibility of an "I" with the instructor and with his/her academic dean.
- An "I" should not be assigned when a student has simply failed to meet the obligations of the course due to excessive (unexcused) absences, failure to submit work in a timely manner, or an attempt to compensate for past poor performance.
- If a student whose work is incomplete is **also** absent from the final examination, an "X" is assigned for the course. An incomplete grade may not be used in cases of a missed final exam.
- Once recorded, a notation of "I" remains on a student's transcript even after the final grade is assigned.
- A student with an "I" is not eligible for Deans List honors.
- A student generally has until the last day of the 5th week of the subsequent semester to complete the work due in the course (unless an earlier date is established by the instructor or the academic dean). The instructor then has until the end of the 6th week to submit a grade. Except when continuation is a concern. See below.
- A form must be submitted for each class.

**Important Continuation Requirement:**

- In order to continue from one semester to the next, a student must pass at least 3 courses (2 courses in the 1st semester of enrollment as a first year student, not applicable to transfer students).
- Courses in which an "I" is given are not considered passed until a passing grade has been submitted by the instructor to the University Registrar.
- A student who, because of one or more "I" grades fails to complete the minimum number of required courses in a term, must complete the **incomplete work and have a passing grade recorded prior to the start of the subsequent semester.**
- Requirements for continuing in Trinity or Pratt in this situation are found in the *Bulletin of Undergraduate Instruction* and on the following web sites: <http://trinity.duke.edu/academic-requirements?p=course-incomplete-work> and <http://www.pratt.duke.edu/students/policies.php#29>. Students are responsible for understanding the regulations.

**Identification of Missing Assignments:** This section should be completed in order to assure that the student, the instructor and the Academic Dean have a clear understanding of the work is to be completed and the deadline for completion of that work.

Course \_\_\_\_\_ Assignment \_\_\_\_\_ Due date \_\_\_\_\_

Assignment \_\_\_\_\_ Due date \_\_\_\_\_

**For Instructor Only:** The instructor will now submit a "reversion grade" at the same time they submit the incomplete "I" grade on the grade roster in STORM. The "reversion grade" will become the default grade if the student fails to submit the outstanding work by the end of the fifth week of the next enrolled regular term (fall or spring). The instructor calculates the reversion grade on the basis of a zero being assigned to the missing work, or, at their discretion, the assignment of a default "F" grade due to failure to submit outstanding work. The instructor will choose from one of the new valid grade options (e.g. IA, IA-, IB+, IB, IF) when assigning the student's grade on the Grade Roster in STORM.

- Should the student submit the outstanding work by the designated due date, and the final grade should be different, the instructor should submit a grade change request letter, per our current practice.
- If the outstanding work is not completed by the end of the fifth week in the next enrolled regular term (fall or spring) and no grade change request letter is received by the Office of the University Registrar (OUR) by the end of the sixth week, the OUR will run a process to assign the student the default reversion grade as reported by the instructor.

If the student fails to submit work by the established deadline, a reversion grade of \_\_\_\_\_ should be entered on the student record.

Instructor signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**For Student Only:** Are you anticipating any additional incomplete(s) this semester? \_\_\_\_\_yes \_\_\_\_\_no

If yes, in which course(s) \_\_\_\_\_ **A distinct form must be submitted for each class.**

Student ID Number \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_ @ duke.edu.

Student signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

**Academic Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_