

**DUKE UNIVERSITY
TRINITY COLLEGE OF ARTS AND SCIENCES**

REQUEST FOR ASSIGNMENT OF AN INCOMPLETE

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 both the instructor and with their academic dean.

FOR INSTRUCTORS (please initial to acknowledge understanding and agreement):

- Instructors have until the end of the 6th week of the subsequent semester to submit a final grade. If the student has not submitted their outstanding work by the agreed upon deadline, **you may submit the grade earned by the student without the incomplete work submitted or if no final grade is submitted, the Registrar will automatically convert the "I" grade to an "F".** _____
 - Given the nature of the outstanding coursework, instructors are encouraged to establish an **earlier deadline** if they deem it appropriate. An incomplete deadline may be set for **as early as a 24-hour extension**, but must not extend beyond the 5th week of the subsequent semester of enrollment. _____
- If a student has incomplete work but is also absent from the final examination, then an "X" grade should be assigned for the course instead of an "I" grade. _____

FOR STUDENTS (please initial to acknowledge understanding and agreement):

- To meet semester continuation requirements, you **must pass at least 3.0 credits** (except in the first semester of your first year where you need to pass 2.0 credits to continue to the next semester): _____
 - 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. _____
 - If you do not pass 3.0 credits, you will automatically be placed on an academic dismissal. _____
- If your Incomplete affects your semester or annual continuation, you must complete the work and receive a passing grade by an earlier deadline determined by your Academic Dean. _____
- If you meet semester continuation requirements, then the **absolute latest deadline** to complete the course is by **the last day of the 5th week** of the subsequent semester: _____
 - Instructors may set an *earlier deadline* if they wish. Academic deans highly encourage students to complete work as soon as possible, preferably **before** the next semester begins. _____
 - Instructors have until the end of the 6th week to submit a final grade. **If a passing grade is not submitted by the end of the 6th week, you will automatically receive the grade you earned without the incomplete work or an "F".** _____
- You are responsible for understanding the incomplete regulations and should contact your academic dean with questions. _____
- A notation that states "**note: I grade**" remains on your transcript even after the final grade is assigned. If you have an "I" you are not eligible for Dean's List honors in that semester. _____
- Are you anticipating any additional incomplete(s) this semester? YES NO
If yes, in what course(s) _____

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Completion Plan for Incomplete Course:

1. Course for which an Incomplete is being requested: _____
2. Work to be completed: _____
3. Grade in the course if no outstanding work is completed: _____
4. Is this course a pre-requisite for a course in which the student is enrolled in the subsequent semester?

YES NO

- If yes, the deadline for incomplete work should take this into consideration and a final grade needs to be posted **prior** to the beginning on the subsequent semester, or the student needs to drop the course until the prerequisite course is completed.

Student initial agreement: _____ Faculty initial agreement: _____

5. Deadline (specific date) for submission of work: _____

- **IMPORTANT**: This deadline is FINAL, no incomplete work will be accepted or graded after this date and the student will receive the grade that would have been assigned without the completed work.

Student initial agreement: _____ Faculty initial agreement: _____ Acad. Dean initial _____

Student Name (print)

Student Signature

Date

Instructor Name (print)

Instructor Signature

Date

Academic Dean (print)

Academic Dean

Date

Signed copy to be sent to student, instructor, and Academic Dean