CEMS INCOMPLETE REQUEST FORM

Revised: 12/8/20

University's Policy on Incompletes: http://catalogue.uvm.edu/undergraduate/academicinfo/examsandgrading/
INC: This grade may be assigned when course work is not completed for reasons beyond the student's control. Incompletes require the approval of the student's college/school dean. The incomplete course requirement will be satisfied at the earliest possible date, but not longer than the beginning of the corresponding semester of the next academic year. In cases of laboratory assignments, the student must complete all work the first time that the laboratory experience is offered again. Incompletes may be approved for the following reasons: medical, personal tragedy, or academic.

STUDENT NAME: _____ **NETID:** _____

COURSE CODE: _____ **TITLE:** _____

Is this course a pre-requisite for next semester course(s)? ☐ **YES** ☐ **NO**

REASON FOR INCOMPLETE REQUEST

Describe what challenges or circumstances you faced during the last four weeks of the semester, that have led you to request an incomplete. (Attach an additional page if needed)

COMPLETION PLAN (Agreed upon between student and instructor)

List all deliverables the instructor expects of the student? And the due date of each?

Example: Submit HW assignment #7	**MM/DD/YY**

It is recommended all coursework be completed prior to the start of the next semester.

ALL WORK COMPLETED BY: (MM/DD/YY)_____ **DEFAULT GRADE IF NOT FINISHED:** _____

By signing below, you agree to the completion plan outlined above, including the list of deliverables, new completion deadlines and the default grade if no other coursework is finished.

STUDENT SIGNATURE: _____ **DATE:** _____

INSTRUCTOR SIGNATURE: _____ **DATE:** _____

INSTRUCTOR NAME (PRINTED): _____

Please return to CEMS Student Services (cems.student.services@uvm.edu) upon completion.