



**Rationale for Course Incomplete Form (Undergraduate Students)  
Complete Form in addition to entering "I" in UVM Grading System**

Submit to CESS Dean's Designate: Lynn C. White Cloud, CESS Assistant Dean for Academic and Student Affairs  
[lwhitecl@uvm.edu](mailto:lwhitecl@uvm.edu); 802-656-1444

Date Submitted: \_\_\_\_\_ Semester & Yr. of Course: \_\_\_\_\_

Faculty's First and Last Name: \_\_\_\_\_

Faculty's Academic College: \_\_\_\_\_

Faculty's Email: \_\_\_\_\_

Student's First and Last Name: \_\_\_\_\_

Student's Netid: \_\_\_\_\_

Student's Major: \_\_\_\_\_

Course Title and CRN: \_\_\_\_\_

Brief rationale for course incomplete (select one of following reasons and add brief notes – medical, personal tragedy or academic):

Medical \_\_\_\_\_  
\_\_\_\_\_

Academic \_\_\_\_\_  
\_\_\_\_\_

Personal Tragedy \_\_\_\_\_

- The Dean's designate and student may need to work together to request approval from a certifying office (e.g., SAS, CAS, Health Services, other) supporting the rationale before an incomplete is approved or denied. Student's overall academic progress/plan will be reviewed (e.g., other open incompletes, impact on academic benchmarks, etc.)

Brief approach for student to complete outstanding work in agreed upon timeframe:

Work	Timeline
1. _____	_____
2. _____	_____
3. _____	_____

Final date for all outstanding tasks to be completed by student: \_\_\_\_\_

Date faculty will enter a grade change from incomplete to final grade in the UVM Grading System: \_\_\_\_\_

For policy and procedure, see page two of this form.

## **UVM Policy**

**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.**

From 2019-2020 UVM Catalogue: <http://catalogue.uvm.edu/undergraduate/academicinfo/examsandgrading/>

## **GRADE REPORTING**

Grades must be reported to the Registrar's Office as soon as possible after the course is completed but not later than 72 hours after the final examination for that course. If the final exam is on the Friday of exam week, grades are due by noon on the following Tuesday.

## **CESS Procedure for Incompletes**

### **INCOMPLETES**

For undergraduate and graduate students, grades are reported and recorded as letter grades. In some cases, there may be a reason course work is not completed beyond the student's control. Instructors may assign a temporary INC when submitting grades before recording a final grade. Incompletes require the approval of the student's college/school dean. Instructors can submit an INC at the time of grading, but it is preferable for University and College compliance, to first have a completed Course Incomplete Form on record by the instructor prior to grade submission. For CESS undergraduate students, this approval is made by the dean's designate (Lynn C. White Cloud, Assistant Dean for Academic and Student Affairs), and for all other UVM undergraduates this role is handled by the student's respective college. For CESS graduate students, this approval is made by the UVM Graduate College's dean.

### **For CESS Undergraduate Students:**

An instructor (in consultation with the student or in some cases with the Student's Office of Student Services representative) may grant an *Incomplete (INC)* for an undergraduate student enrolled in their course. An INC is a temporary placeholder until a grade is posted by the instructor. Instructors will complete the CESS Rationale for Course Incomplete form, ideally before posting an incomplete in the grading system. Instructors, when posting an INC, will be required to submit a default grade (prompted within the system) the student has earned up until the time of submitting the INC. Should the student not complete within the course and timeframe posted for the INC, the default grade will instead post. The incomplete course requirement will be satisfied at the earliest possible date and should be reasonable, but not longer than the beginning of the corresponding semester of the next academic year. This is very important as an extended timeframe could have an impact on the student's academic progress, academic planning, and financial aid, among other factors. When converting an incomplete to a final grade, the instructor does this through the Grade Change Process. Questions can be directed to Lynn C. White Cloud, Assistant Dean for Academic and Student Affairs at [lwhitecl@uvm.edu](mailto:lwhitecl@uvm.edu) or 802-656-1444.

### **For CESS Graduate Students:**

An instructor may grant an *Incomplete (INC)* for a graduate student enrolled in their course. Questions and documentation regarding incompletes for graduate students should be directed to the Dean of the Graduate College, Cynthia Forehand at [Cynthia.Forehand@uvm.edu](mailto:Cynthia.Forehand@uvm.edu); 802-656-3160.