



The University of Vermont

Rubenstein School of Environment and Natural Resources

Incomplete Request Form

Submit to: RSENStudentServices@uvm.edu

Date Submitted:

Semester/Year of Course:

Faculty's First & Last Name:

Faculty's Academic College:

Faculty's Email:

Student's First & Last Name:

Student's NetID:

Student's Major:

Course Number & Title:

Brief explanation for Incomplete – select one of the reasons below and add brief notes:

Health:

Academic:

Extenuating circumstances:

Plan for completion of remaining work:

Work

Timeline/Deadline

- 1.
- 2.
- 3.

Final date for all outstanding work to be completed by student:

Date faculty will enter grade change from Incomplete to Final Letter Grade in UVM Grading System:

Process and policy information on Page 2

RSENR Process for Incomplete Requests

A grade of Incomplete may be granted for a course in which a student has completed at least 60% of course work but remaining work cannot be completed due to extenuating circumstances beyond the student's control. Both the course instructor and Rubenstein Student Services must agree to grant the Incomplete. Contact RSENRStudentServices@uvm.edu for assistance.

- 1) It is the STUDENT's responsibility to initiate conversation with the course instructor to request an Incomplete grade.
- 2) It is the STUDENT's AND INSTRUCTOR's responsibility to meet and set a deadline for completing the outstanding requirements. The deadline must be before the beginning of the corresponding semester of the next academic year.
- 3) It is the INSTRUCTOR's responsibility to complete and submit the Incomplete Request Form to Rubenstein Student Services (RSENRStudentServices@uvm.edu).
- 4) It is RUBENSTEIN STUDENT SERVICES' responsibility to review the Incomplete Request form and confirm approval to the course instructor and student.
 - a) Both Rubenstein Student Services and the course instructor must agree to grant an Incomplete.
- 5) It is the INSTRUCTOR's responsibility to enter the grade of Incomplete.

UVM Incomplete 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. Instructors will fill out an electronic incomplete grade exception request to the student's college/school dean and include the reason for the incomplete as well as the completion date agreed to by the student and instructor. It is the student's responsibility to learn from the student's college/school dean whether the request has been approved, the expected date of completion, and, from the instructor, the nature of all outstanding requirements. Incompletes may be approved due to extenuating medical, academic, or personal circumstances beyond the student's control. An incomplete can only be issued with the agreement of the Dean's office, the faculty member, and the student. The student's Dean's office is responsible for deciding whether a student's circumstances meet the criteria for an incomplete, after which the faculty member should use the guidelines below to determine whether to offer the incomplete, and set the time frame for completion.

The following guidelines should be followed when assigning incompletes:

- Incompletes can only be offered after the Withdraw deadline has passed
- Incompletes should be requested of the Dean's office by the last day of classes
- An incomplete can only be offered if a) it is still mathematically possible for the student to pass the course once missing work is graded and b) the

faculty member reasonably believes the student will complete missing work at a level required to pass the course

- In general, an incomplete should only be offered if the student has completed at least 60% of the work for a course at the time of requesting an incomplete
- If the faculty member agrees that an incomplete should be offered but will be unavailable to assign a grade, the department Chair should take on this role or arrange for an appropriate available faculty member to do so
- An incomplete must be requested before the student has turned in the final assessment (exam, paper, project) for the course
- A student cannot be issued a third incomplete when they have two (or more) incompletes outstanding from a previous semester. Exceptions are at the discretion of the Dean's office.

More information:

<https://www.uvm.edu/registrar/grades>