

This document represents an agreement between a member of the faculty and a student, in which the instructor agrees to allow the student to receive a grade of incomplete. The instructor may extend the deadline for submitting course assignments to a date which occurs after the course has ended. Signatures below indicate agreement between the student and the instructor as to the approved date(s) and which assignments are then due. No due dates may extend beyond the end of the semester for more than 30 days for undergraduate courses, and 200 days for graduate courses. If the student does not provide all materials to the instructor by the due date, the instructor will change the Incomplete to the appropriate grade, usually "F". Instructors may set earlier due dates than the last date specified by the School/University.

## SECTION ONE: STUDENT INFORMATION

(Please print)

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

UVa Email (Computing ID): \_\_\_\_\_ ID Number: \_\_\_\_\_  
*(last four digits only if using SSN)*

## SECTION TWO: CLASS INFORMATION

Semester and Year: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_

Course Subject (e.g., ACCT, PSPM), Course #, Title:  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason student is requesting a grade of Incomplete (to be completed by the student and may be completed by attaching an email):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Work required for completion of course:

Assignment: \_\_\_\_\_ Date Due: \_\_\_\_\_

Assignment: \_\_\_\_\_ Date Due: \_\_\_\_\_

Assignment: \_\_\_\_\_ Date Due: \_\_\_\_\_

Deadline for Submitting All Course Materials:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A completed copy of this form must be submitted by the instructor to the appropriate SCPS Program Director and SCPS Registrar.**