



I L L I N O I S

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

## COLLEGE OF MEDIA

# INCOMPLETE GRADES FOR UNDERGRADUATES IN THE COLLEGE

*Return to Student Services Center, 18 Gregory Hall, along with a standard college petition form.*

## The "I" (Incomplete) Grade

The Incomplete grade is intended to allow a student extra time to finish a final paper, a final examination or a relatively minor project due near the end of a semester that could not be submitted in timely fashion because of extenuating circumstances beyond the student's control. It is not intended to give a student extra time to improve course work or to accommodate poor time management. To do so would be unfair to other students. Examples of circumstances justifying an "I" grades are loss of class time due to documented illness or injury, personal trauma, breakdown of equipment critical to a project or significant absence by the instructor. Similarly, the Incomplete grade is not intended to address major components of a semester's work nor work that was due earlier in the semester.

A student who wishes an incomplete must ask both the instructor of the course and the student's academic adviser to endorse the request. Requests endorsed by the instructor and the adviser are considered by the college's academic affairs dean but are not automatically granted. Students should continue to perform all work in the course until a final decision has been rendered. Requests must be made before entry of course grades has begun, generally before the start of the final examination period.

The request for an Incomplete must itemize all work to be completed and specify an unambiguous and final deadline for completion of each item of work. The final deadline must be no later than the end of the first eight weeks of the next semester of the student's enrollment (or one year from the original due date if the student is not enrolled). The college considers the total number of "I" grades requested by a student, both historically and contemporaneously. The college will deny a request if an excessive number of "I" grades are requested, if no specific deadlines are agreed to or if excessive work is yet to be completed. The college, at its option, may instead withdraw the student from the course or recommend that he or she receive a grade of "F" or "AB" (absent from final examination or project). "I" grades are not available to students on probation.

Per Student Code, faculty members do not have the option of assigning "I" grades to undergraduates, of simply failing to report a grade or of reporting a placeholder grade to be replaced later. Missing and temporary grades interfere with timely and accurate review of a student's academic progress and may adversely affect a student's financial aid, honors or visa status.

## From §3-104 of Student Code

**"I" —Incomplete.** Approved extension of time to complete the final examination or other requirements of the course.

**(1) Undergraduate Students.** Only the dean of the student's college may authorize such extension of time in individual cases. A grade of "incomplete" that is not removed by the end of the first eight weeks of instruction in the next semester in which the student is enrolled on the Urbana-Champaign campus becomes the grade of "F." (Consult the online Class Schedule for the exact date.) If the student receiving the incomplete grade does not re-enroll on the Urbana-Champaign campus, the incomplete grade, if not removed, becomes an "F" after one calendar year. With the approval of the dean of his or her college, the student who has not made up an "incomplete" examination may be withdrawn from the course retroactively, provided such withdrawal is completed before the grade of "incomplete" automatically becomes a grade of "F." In exceptional cases, a student who, because of absence for active military service, physical disability, or other sufficient cause, is unable to comply with the rule by removing the "I" grade within the specified time may be granted a limited extension by the dean of his or her college. A student whose status cannot be determined because of "incomplete" grades may register again only with the approval of the dean of his or her college.

College of Media  
Student Services Center  
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# ILLINOIS

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

## COLLEGE OF MEDIA

### UNDERGRADUATE REQUEST FOR INCOMPLETE GRADE

*Attach to standard College of Media petition*

Student \_\_\_\_\_ UIN \_\_\_\_\_

Major \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_

CRN # \_\_\_\_\_ Semester \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Yes  No  Is this the only "I" you are requesting this semester

*If you are requesting an "I" grade for more than one course, please submit all "I" requests at the same time.*

Reason for request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

----- **FOR INSTRUCTOR'S USE ONLY** -----

Yes  No  Is the amount of remaining work for this course of the type and quantity that is appropriate to be completed on an independent basis? *(See attached guidelines.)*

Yes  No  Will you be able to submit a final grade for the student before the eighth week of the next semester?

Yes  No  Other than the missing assignments listed below, has the student been making satisfactory progress toward passing the course?

Missing assignment or other work to be performed	Original deadline for completion	Proposed new deadline	Worth what percentage of course grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Instructor's comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_