Incomplete Report Additional Field Instructions

This form must be completed in addition to WebAdvisor grading. It provides supporting documentation and requirements for resolving an Incomplete grade according to University policy. It is important to fill the Incomplete Report out correctly for students and instructors to meet specified deadlines. This form is to confirm what you have discussed and agreed to with the student. The student will receive an e-mail notification with a link to this form. The following fields are ALL required to submit the Incomplete Report.

Type of Change:

You must choose one Type of Change.

You are completing this report for 1 of 3 reasons:

- WebAdvisor is Open for Grading: You have assigned an Incomplete grade in WebAdvisor and are using this form to confirm required assignments, determine when assignments are due to the instructor, and establish a date when the instructor will submit the Final grade to Records.
- WebAdvisor is Closed for Grading: (the deadline has passed) and you would like Records to enter the Incomplete grade in WebAdvisor. Required assignments and due dates are still necessary.
- Student has Grade of Incomplete: You need to extend the Final Grade Submission Date past those prescribed by University policy. Dean's approval will be sought for these instances by Records. Required assignments and due dates are still necessary.

Reason for Incomplete:

You must give a valid reason (as described in University policy) for the Incomplete grade.

Required Assignments to be Completed:

You must list ALL assignments the student is required to submit to resolve the Incomplete grade (please be specific and detailed).

Required Assignments Due Date:

This is the date when the student MUST submit ALL required assignments to the instructor to receive a Final grade. Please allow time for the student to complete the work and for the instructor to review and grade BEFORE the Final grade is due to Records.

Final Grade Submission Date:

This is the date when the FINAL GRADE is due to Records Office. To extend this submission date beyond University policy, approval from the appropriate Dean will be sought by Records. If this date is not met, the grade of Incomplete expires and automatically turns to an F on the student's record.

Records will review all submitted forms and obtain any additional approvals needed, such as:

- Any report with a Final Grade Submission Date beyond the policy dates set in the University's catalogue.
- Any report of Incomplete for a graduating senior.