

**UW-River Falls
School Psychology Program
Incomplete Request Form**

Name: _____ Date: _____

Course Name and Semester: _____

Per university Policy 8.2.18.1, a grade of incomplete (I) may be given for a verifiable, non-academic reason at the instructor's discretion upon student request. If the student does not complete the coursework and a A-F grade is not given within two semesters (excluding J-term and summer terms) the course grade becomes an F. See Instructor Preference paragraph (8.2.18.4) below for exceptions to this rule. When a student completes the work, the incomplete (I) grade is replaced with the new grade (A-F). The notation for I and SP is taken off of the students' records when the course work is completed. The student is responsible for being aware of the financial aid implications of his or her grades.

Per university policy 8.2.18.2, a grade of satisfactory progress (SP) may be given by the instructor when the work of the course extends logically or for pedagogical reasons beyond the end of the term. The instructor will give the SP after assessing that the work to date demonstrates progress. If the work is not completed at the conclusion of two semesters (excluding J-term and summer terms) and the instructor does not submit a grade, the course grade becomes an F. The student is responsible for being aware of the financial aid implications of his or her grades.

Please provide a summary of a verifiable, non-academic reason for your request of an incomplete:

Please describe your plan for when missing work will be completed (be specific about dates).

Please note that incomplete grades are given at the discretion of the instructor.

Instructor Response: Approve Incomplete Not Approved

Instructor Signature: _____ Date: _____