The University of Montana – Western
INCOMPLETE GRADE ASSIGNMENT FORM

INSTRUCTIONS: Complete PART-A of this form for each student to whom you give an Incomplete. Please print. Provide all information requested. Sign/date the form and attach it to your final grade sheet. Use PART-B of this form to change the Incomplete (INC) to another grade.

PART-A.

Today's Date: ______________________

TERM: _____Fall _____Spring _____Summer **ACADEMIC YEAR:** _______________

COURSE INFORTMATION: _________ _________ __________ _____________________________ ________
Dept **Course No.** **Section** **Course Title** **Credits**

Student Name: ____ **Student ID/SSN:** _____________________________

THE FOLLOWING WORK MUST BE COMPLETED BY THE STUDENT: ____

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____.

DEADLINE FOR COMPLETION OF OUTSTANDING WORK: ____

Final grade if the above work is __not__ completed within the deadline (grade automatically changes to "F" unless specified) : ___________

Instructor Signature ____

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PART-B. To Change/Remove Incomplete Grade

Date INC grade changed: ________________________ **New Grade:** _________

Instructor Signature: ____

<u>GRADE POLICY -INCOMPLETES</u> - Normally, ALL assignments required for a class must be completed by the end of the block or term of enrollment. Incompletes (INC's) may be given by faculty only in situations when a student is unable to complete required course work during the block/term because of: illness, personal emergency, or academic conditions beyond the control of the faculty or the student. There are certain conditions required to justify an INCOMPLETE, such as:
---the student must notify the course instructor of the emergency situation as soon as reasonably possible, (before the end of the block/term if possible); and,
---three-fourths (3/4's) or more of the required course work must have been completed by the end of the block/term; and,
---the instructor should notify the student regarding requirements for course completion before the block/term ends (specifics of the agreement should be recorded by both the student and faculty member for future reference),
---the instructor must complete and file an Incomplete Grade Assignment Form in the Registrar's Office at the end of the applicable block/term.

An "INC" is not a permanent grade and is considered GPA-neutral (i.e., does not affect a student's grade point average) when recorded on a student's academic record. However, an Incomplete automatically becomes an "F" if course work is not completed within the time frame allowed by university policy (one year from date issued) or the course instructor does not indicate an alternate grade (consult the current **UM-W** catalog for more information). Students with "INCs" on their academic record may jeopardize financial aid benefits; contact the **UM-W** Financial Aid Office (406) 683-7511 for more information.