



UNIVERSITY OF
MARY WASHINGTON

where great minds get to work

Notification and Terms of Incomplete Grade Assignment

Date: _____ Instructor: _____ Term: _____

Student Name: _____ Student ID: _____

Discipline and Course Number: _____ CRN: _____

I have approved your request for an incomplete for the course and term specified above. An incomplete grade "I" will be assigned during the official grading period for this semester.

You are required to submit the following work:

All assignments must be received no later than _____.

The earned grade will be submitted to the Office of the Registrar and the final grade will be updated. Failure to complete all required work by the specified date will result in a grade of "F" which will automatically replace the "I" grade. The University's policy regarding incomplete grades can be found in the **current Academic Catalog**.

Upon approval, please email a copy of this completed form to the student requesting the incomplete grade for the current semester and to Susanne Tomillon (stomillo@umw.edu) in the Office of the Registrar. If you need additional assistance, please contact Susanne Tomillon at the email address above or at 540.654.1259.