

# U Central

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY  
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## Request for Grade of Incomplete

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_  
*(Please print current name on file)*

**CRN (required):** \_\_\_\_\_ **Term:** \_\_\_\_\_ **Course:** \_\_\_\_\_ **Section:** \_\_\_\_\_

An incomplete Grade ("I") is a temporary grade given only during the last one-fourth of a semester and only if:  
1. The student is passing the course to date and is unable to complete the required work during the allotted time and  
2. The instructor determines that the reason for the work being incomplete is valid and that the grade of "I" is justified.

Reason of "I" grade for the above course and student:

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What is the last date the student attended class? \_\_\_\_\_  
Alternate grade to be assigned if student does not complete the remaining work the end of the next regular (Fall and Spring) term and no change of grade form is submitted by the instructor: \_\_\_\_\_

What work must this student complete to satisfy the requirements of this course and what weight does it have along with the above grade in determining the student's final grade in the course? (You may attach an email or other communication with student outlining work to be completed in lieu of a written description here:

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\_\_\_\_\_  
Student Signature (if possible) \_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Department Chair Acknowledging Receipt \_\_\_\_\_  
Date

Completed form must be submitted to U Central with signatures by the deadline for faculty to enter grades, for an "I" to be entered as the student's grade. Otherwise, a grade of "NR" (Not Report) will be assigned by the Registrar which will be changed to an "F" in fourteen calendar days if the "I" grade process has not been completed.

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### For Registrar's Office Use Only:

Posted Date: \_\_\_\_\_ "NR" grade posted date: \_\_\_\_\_  
Alternate grade posted date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_