The University of Texas at San Antonio
Office of the Registrar

REQUIREMENTS FOR REMOVAL OF INCOMPLETE
(For faculty to use only when the web grading mode is no longer active)

This form must be filed with the Office of the Registrar when a grade of “Incomplete” is assigned and grades can no longer be electronically entered via ASAP. The grade of incomplete (“IN”) is given to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the remainder of the student’s work in the course was satisfactorily completed. A grade of incomplete may not be assigned when a definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the term to receive a grade of incomplete.

After the grade submission deadline, a Requirements for Removal of Incomplete form must be submitted with a Change of Grade form to the Dean’s office. The Dean’s office will then submit the forms to the Office of the Registrar. Refer to the UTSA Information bulletin for time limits for the removal of “Incomplete.” The instructor is responsible for filing a Change of Grade form with the Office of the Registrar when all work is finished.

Term: □ Fall   □ Spring   □ Summer ___________
Year

Student’s Name ____________________________________________ Student ID Number _@_____________________

Course in which incomplete grade was assigned:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
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</thead>
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Instructor’s Name (print) ________________________________________________

Please give the reason for assigning this grade of incomplete.
For example, documentation supports extenuating circumstances (do not include documentation).

Has the student been in attendance for three-fourths of the term? □ Yes □ No

Give a letter grade evaluation of the work that the student has completed so far.
(This letter grade must be a passing grade.) ______

Describe the remaining work to complete the course.

The remaining work to complete the course represents what percentage of the course grade? _____%

Instructor’s Signature__________________________________________ Date__________________________