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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**(For faculty to use only when the web grading mode is no longer active)**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:**

CRN	Subject	Course	Section
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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 \_\_\_\_\_