UNIVERSITY OF NEW MEXICO   **SCHOOL OF ARCHITECTURE & PLANNING**

REQUEST FOR A GRADE OF INCOMPLETE

(TO BE COMPLETED BY THE STUDENT)
I request that a grade of Incomplete be given to me for the following course in the School of Architecture and Planning:

PREFIX AND NUMBER: **SEMESTER:**

COURSE TITLE:

INSTRUCTOR:

This request is based on the following reason:

(Attach supporting documentation as required by UNM Policies or as may otherwise be helpful)

PRINT NAME:

SIGNATURE: **DATE:**

(TO BE COMPLETED BY THE FACULTY MEMBER)

DENIED: ☐

APPROVED: ☐   **(If *APPROVED*, Complete the Following)**

OBLIGATIONS/WORK NECESSARY TO FULFILL COURSE REQUIREMENTS:

DEADLINE FOR COMPLETING CONDITIONS NOTED ABOVE (Specify Date):

GRADE FOR COURSE IF THE ABOVE IS NOT COMPLETED:

SIGNATURE: **DATE:**

(Signed copies are to be retained to the student, Program Director, Instructor, and to the Academic Advisor)

From the UNM Catalog: *"The grade of I is given only when circumstances beyond the student's control prevent completion of the course work within the official dates of a semester or summer session."* Incomplete grades must be resolved no later than the published ending date of the next semester in attendance. If not resolved, the "I" automatically becomes an "IF" (failure). "Beyond the student's control" means a major and unpredictable emergency such as illness, injury, or death in the family.