

# UNIVERSITY OF NEW HAMPSHIRE

## INCOMPLETE/ADMINISTRATIVE F

THIS FORM MUST BE SUBMITTED WHEN YOU ASSIGN AN IC OR AF GRADE ON YOUR WEBCAT FINAL GRADE WORKSHEET.

Student's ID Number

STUDENT'S NAME:   
Last First

DEPT  COURSE #  SECTION  CRN

FALL  Year  JANUARY TERM  Year  SPRING  Year  SUMMER  Year

### PLEASE CHECK GRADE TO BE ASSIGNED (IC or AF):

\*INCOMPLETE (IC) **Check all that apply:**

Excused absence from final exam

Incomplete coursework

Other (please explain)

Grade on work completed to date:

(approximate if necessary; used by College Dean and Academic Standards and Advising Committee)

@ADMINISTRATIVE F (AF) **Check all that apply:**

Unexcused, incomplete coursework

Stopped attending; approximate date of last attendance:

Never attended

**Instructor's signature** (Written signature not required when form is sent securely through your UNH email account.)

Date

\*An INCOMPLETE grade can be recorded only if the student has completed a major portion of the work in the above named course and the instructor has approved a request for additional time. Undergraduate incompletes must be resolved no later than mid-term of the following semester; graduate students have until the end of the subsequent semester. Unresolved incompletes will be recorded as "F" after the appropriate deadline has passed.

@ To be assigned only if the student never attended, stopped attending without requesting and being approved for a late drop or failed to complete coursework and exams.

**Forms can be emailed to either Claudia Cauchon at [Claudia.Cauchon@unh.edu](mailto:Claudia.Cauchon@unh.edu), or Patti Stimpson at [Patti.Stimpson@unh.edu](mailto:Patti.Stimpson@unh.edu). They can also be faxed to 603-862-1817.**

**For courses taught at UNH-Manchester forms can be emailed to Doreen Palmer at [Doreen.Palmer@unh.edu](mailto:Doreen.Palmer@unh.edu) or faxed to 603-641-4125.**