

UNIVERSITY OF NEW HAMPSHIRE

INCOMPLETE/ADMINISTRATIVE F

THIS FORM MUST BE FILED WITH THE FINAL GRADE ROSTER FOR STUDENTS ASSIGNED AN AF OR IC GRADE.

STUDENT'S ID Number:

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STUDENT'S Name: _____

Last

First

DEPT	COURSE #	SECTION

At the close of SEM I SEM II _____
 SUMMER SESSION _____

PLEASE CHECK GRADE TO BE ASSIGNED (IC OR AF):

*INCOMPLETE (IC) REASON: 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) REASON: Unexcused, incomplete coursework
 Stopped attending; approximate date of last attendance _____
 Never attended

Instructor's signature

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 student never attended or stopped attending without requesting an Incomplete grade from the instructor.

Rev. 09/09

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