



Department of Civil, Construction,  
and Environmental Engineering

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This document serves as a contract between an instructor of record and a student to schedule an exam to cover an incomplete grade. NC State [REG 02.50.03.3](#) states:

*At the discretion of the instructor, students may be given an IN grade for work not completed because of a serious interruption in their work not caused by their own negligence. An IN must not be used, however, as a substitute for an F when the student's performance in the course is deserving of failing. An IN is only appropriate when the student's record in the course is such that the successful completion of particular assignments, projects, or tests missed as a result of a documented serious event would enable that student to pass the course. Work undertaken to make up the IN grade must be limited to the completion of the missed work. ...*

*Any IN grade not removed by the end of the next regular semester in which the student is enrolled or by the end of twelve (12) months, whichever is shorter, or by the extended deadline authorized by the instructor or department offering the course and recorded by the Department of Registration and Records, will automatically become an F grade and will count as a course attempted. Students must not register again for any courses in which they have IN grades. Such registration would not remove IN grades, and the completion of the course on the second occasion would automatically result in an F for the incomplete course.*

To be completed by the Student:

Name (Last, First, Middle)	NCSU ID Number:	Major	Date of Request
Email Address	Course Number	Semester Attempted	Instructor Name
Reason for Request			
I expect to be Incomplete in the Following (e.g., "need to take final exam", "need to complete final project"):			
Proposed Completion Date		Student Signature	

To be completed by the Instructor:

Student must complete the following work:				
Grade Earned To Date:	Grade to be awarded if work is not completed*:	Date work is to be completed and in possession of the instructor:	Expected grade once work completed <sup>§</sup>	<input type="checkbox"/> Approved <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved
Instructor's signature		Date	Undergraduate Programs Office Representative Accepted:	Date

\* If the work is not completed by the date work is agreed to be completed, the grade will revert to the already earned grade

§ The grade that the instructor expects the student to get once they complete this work. This could be a maximum grade that will be awarded or a statement that the grade will be based on the score on the submittal.