

## COLLEGE OF ENGINEERING TEMPORARY GRADE EXCEPTION FORM

### **Part I (To Be Completed by Advisor):**

#### **Student Information:**

<b>Student First Name:</b>	<b>Student Last Name:</b>
<b>Student ID Number:</b>	<b>Student's Major:</b>
<b>Student's Email:</b>	

#### **Temporary Grade Course Information:**

<b>Semester:</b>	<b>Year:</b>
<b>Temporary Grade (I, N, X):</b>	<b>Subject:</b>
<b>Course Number:</b>	<b>Course Name:</b>
<b>Instructor First Name:</b>	<b>Instructor Last Name:</b>
<b>Instructor Email:</b>	

#### **Missing Pre-Requisite Course Information:**

<b>Subject:</b>
<b>Course Number:</b>
<b>Course Name:</b>

### **Student Instructions:**

1. Complete Part II below.
2. Send completed form to **shoshana.armington@uconn.edu** prior to the start of the semester.

*Please note:* Submitting the exception form does not guarantee approval to remain in the course missing the pre-requisite. You will be notified of the decision through email prior to the add/drop deadline.

### **Part II (To Be Completed by Student):**

#### **Define Temporary Grade completion plan as agreed upon with instructor:**

#### **Review the following statement:**

I have reviewed the above plan with my instructor and believe I will successfully complete the temporary grade course from last semester. I am aware that unresolved temporary grades default to a failing grade at the beginning of the 3<sup>rd</sup> week of the upcoming semester and will impact my GPA as an "F". Ultimately, if the temporary grade course results in a non-passing grade, and I am approved to remain in the course missing the pre-requisite this term, I risk being out of sequence for future course enrollments if I do not withdraw from the course this semester. The deadline to withdraw from a course this semester without a "W" notation is the 10<sup>th</sup> day of the semester. I must submit a course withdrawal through E-Forms in Student Administration. If I need to withdraw from a course after the add/drop period, a "W" will be noted on my transcript for a late withdrawal, however, it will not impact my GPA.

☐ I understand the [University policies](#) related to temporary grades and agree to above statement.

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### **Part III (To Be Completed by Instructor of Temporary Grade Course):**

Please verify if you agree with the student completion plan for their temporary grade course or do not agree with the completion plan identified in Part II of this form. Once completed, please email the form to **shoshana.armington@uconn.edu**.

☐ I agree with student plan

☐ I do not agree with student plan

Comments: \_\_\_\_\_

### **Part IV (To Be Completed by UG Department Head/Coordinator of Missing Pre-requisite Course):**

☐ Approved to stay in missing pre-req course

☐ Not Approved to stay in missing pre-req course (*drop req.*)

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please select if the student is eligible to remain enrolled in the missing pre-requisite course this fall or if they are not approved to remain in the missing pre-requisite course and must be dropped.

*Note:* if a student is approved to remain enrolled in the pre-requisite course, but does not ultimately complete the pre-requisite successfully, the student will be notified that they may be out of sequence for future courses and directed to drop the course with the missing pre-requisite by the stated University deadline.

Once Part IV is completed, please email the form to **shoshana.armington@uconn.edu**.

**UConn** | COLLEGE OF ENGINEERING

### **Internal Use Only (Dean Designee):**

Dropped Completed ☐

Date: \_\_\_\_\_