



## Request for a Grade of Incomplete

### STUDENT INFORMATION. PRINT CLEARLY

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: Number and street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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### PART I: Student Request for Incomplete

#### 1. Course Information

Name of Course	Instructor	Term

2. State clearly and briefly the reason(s) why you are requesting a grade of incomplete.

3. List the assignments that you have not complete for the course and state how you plan to complete the work. Your instructor will make the final determination of the assignments due and the date by which they must be completed if your request is granted.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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### PART II: Instructor's Agreement to Request for Incomplete

- The request for Incomplete is denied and the student has been assigned a grade based on work completed.
- The request for Incomplete is approved and the student has been assigned a grade of "I." The student meets the criteria of having a passing grade in the work completed and having completed a substantial portion of the work for the course.

1. The following assignment(s) must be completed to remove this incomplete:

2. Date by which the above assignments must be completed: \_\_\_\_\_  
(This date cannot be more than eight (8) weeks from the last day of the semester in which the "I" is assigned.)

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Name (print) \_\_\_\_\_

*This form must be submitted to the Office of the Academic Dean no later than six business days after the last day of the semester.*

## **Request for a Grade of Incomplete** *Information for Student and Instructor*

In order to be considered for a grade of *Incomplete*, the student must:

1. Initiate the request for an *Incomplete* by filling out the “Request for a Grade of Incomplete” form and submitting it to the instructor of the class for which the *Incomplete* is being requested. The Instructor cannot initiate the *Incomplete* request.
2. Have a passing grade in the work already completed
3. Have completed a substantial portion of the work in the course for which an *Incomplete* is being requested (e.g., only one or two assignments need completion).

### **Directions for the Student**

1. Complete the Student Information section and Part I of the “Request for a Grade Incomplete” form.
2. Submit the completed form to the course instructor on or before the final day of the semester for this course. Failing to submit the Request by the deadline will result in you receiving the grade you have earned for that course, including completed work and penalties for work not completed.
3. If your request is granted by the instructor, you will be notified in writing, receive an “I” and have until the Instructor’s designated date to complete the assignments required by your instructor to remove the “I.”
4. If you fail to complete the required assignments by the Instructor’s designated due date, the “I” for the course will be converted to an “F.” Further extensions to complete the work may only be granted in unusual situations to those who submit in writing a petition to the Office of the Academic Dean.

### **Directions for the Instructor**

1. Indicate on the “Request for a Grade of Incomplete” whether you deny or approve the student’s request by checking the appropriate box.
2. If you grant the request, fill out the information that describes the assignment(s) to be completed and the date by which they are due and submit it to the Office of the Academic Dean no later than six business days after the last day of the semester. The maximum amount of time to complete the assignment(s) is eight (8) weeks from the last day of the semester in which the *Incomplete* is assigned.
3. If you grant an *Incomplete*, turn in the student’s grade for the course as an “I.” If the student completes the required assignment(s) by the due date, fill out a “Change of Grade” form and submit it to the Office of the Academic Dean. Failure to submit the “Change of Grade” form will result in the student’s “I” being converted to an “F” for the class.
4. The instructor is not permitted to grant further extensions beyond the due date indicated on the “Request for a Grade of Incomplete” form.