

Request for Incomplete Grade

See incomplete grade policy [here](#). Students must use this form to request an incomplete grade and document terms of completion. The student and instructor should maintain a copy of this agreement.

To request an incomplete grade, student completes sections I and II and submits form to instructor. (Form may be emailed, but the student should communicate with instructor.) If approved, the instructor specifies terms for making up the incomplete in section III and returns a copy to the student. The student must submit a copy of the agreement to the Dean to be retained in the student file. When the work is completed, the instructor submits grades to the Dean.

Incomplete grades must be made up within one year of being assigned. If the work for the Incomplete is not finished within one year or before graduation, whichever comes first, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA. Only in the most extenuating circumstances will extensions be granted beyond one calendar year. Faculty may assign a shorter deadline.

Requirements checklist:

- ☐ The student's work to date is passing
- ☐ Attendance has been satisfactory through at least 60% of the term
- ☐ An illness or other extenuating circumstance legitimately prevents completion of required work by the due date
- ☐ Required work may reasonably be completed in an agreed-upon time frame
- ☐ The incomplete is not given as a substitute for a failing grade
- ☐ The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time
- ☐ The student initiates the request for an incomplete grade before the required date

Section I – Student Personal Information		
ID #	Name	Date

Section II – Request for Incomplete – to be completed by student			
Course Information			
Subj. Code	Course #	Course Name	Term/Year
Reason for Request			
Student Typed Signature			

Section III – Instructor Approval and description of work to be completed	
Additional work required to complete the course	
Instructor	Completion Deadline