

# Request for Incomplete Grade

When major illness or emergency prevents you from completing the requirements of a course by the last class day of the semester, you may request a grade of "I" (incomplete). This allows a maximum of 14 additional days after exam week to finish the work. If you fail to complete the work in a satisfactory manner within that time frame, the grade you receive will be based on completed course work unless you receive a further extension of time by repeating steps 1 through 3 below. No extension beyond 30 days will be given unless it is authorized prior to the end of the 30 days by the VP Academic Affairs or the Registrar.

Procedure: (Steps 1-3 must be completed by the last class day of the semester.)

1. Get a Request for Incomplete Grade form in the Registrar's Office.
2. Take the form to the instructor for his or her approval and signature.
3. Return the signed form to the Registrar's Office.
4. The Registrar will photocopy and send original back to the instructor.
5. As soon as the work is completed, the instructor will record the grade on the form and return it to the Registrar.
6. The Registrar will inform you of the final grade.

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**Semester and Year** \_\_\_\_\_

Student Name \_\_\_\_\_

Course Name \_\_\_\_\_ Course # \_\_\_\_\_

I am unable to complete the requirements of this course by the last day of the semester because:

\_\_\_\_\_

*Therefore*, I request that a grade of ***Incomplete*** be given and that I be granted an additional 14 days after the last day of exam week to complete the requirements. I understand that if I fail to complete all the required work in a satisfactory manner by \_\_\_\_\_ (month/day) I will receive a final grade based on the course work I have completed.

Student's Signature \_\_\_\_\_ Date requested \_\_\_\_\_

Instructor's Approval Signature \_\_\_\_\_ Date signed \_\_\_\_\_

FINAL GRADE \_\_\_\_\_ Instructor's Signature \_\_\_\_\_

Date final grade (form) returned to Registrar \_\_\_\_\_