INCOMPLETE REQUEST FORM

The catalog states that an incomplete grade “I” may be assigned only for deficiencies as a result of illness or situations beyond the control of the student and not because of neglect on the part of the student. This request must be submitted to the Instructor no later than the last day of final exams of the course / semester in which the incomplete grade is requested. The Incomplete Grade Policy is printed on the back of this form and in Academic Catalog.

Student Name ___________________________ Student ID: __________________

Course Number and Title: ___________________________

Course Instructor: ___________________________ Term: ________________

Reason(s) for not completing the coursework before the end of the term:

 Health   Other

Brief description (i.e. hospitalization during semester, physician’s recommendation, bereavement of family member, etc.)

Assignments and/or exams needed to complete this course:

It is agreed that the missing work will be given to the instructor no later than three weeks (LEAD Program) or six weeks (Traditional Program) from the end of the course. An extension beyond the deadline must be requested through an Academic Petition.

Student’s Signature ___________________________ Date: ________________

***Student submits this request form to course instructor for appropriate action***

ADMINISTRATIVE ACTION

I will submit a grade to the Registrar’s Office no later than one week after the missing work has been turned in. If the work is not given to me by the deadline, the “I” grade will default to a final grade based on course work submitted. I will notify the Registrar by the one week posting deadline of the final grade.

This request is:  Not Approved   Approved Date Due: ________________

Instructor’s Signature ___________________________ Date: ________________

***Instructor submits this request form to Registrar’s Office for student record file***

Registrar’s Signature ___________________________ Date: ________________

Note: Student completed coursework by deadline  Yes   No Final Grade: ________________
Incomplete Grade Policy Guidelines

The Incomplete Grade “I” option will not be listed as a choice for instructors on course syllabus. The student assumes the responsibility for requesting an incomplete grade.

If the student has not officially requested and received approval for an incomplete grade before the deadline (the last day of final exams for the semester), the instructor enters a final grade for the work completed up to the point of the grading deadline for the semester. If the instructor does not enter a grade, the Registrar’s Office will assign and “F” grade. The student applies for an incomplete by submitting an Incomplete Request Form to the instructor. The instructor will inform the student as to whether the request has been approved or not approved and will then submit the Incomplete Request Form with his/her signature to the Registrar’s Office to be filed in student’s records.

The length of an Incomplete Grade “I” will be no later than three weeks from the last day of course (LEAD) or six weeks from the last day of final exams for the Traditional semester. An extension beyond the given time frame must be filed by the student by Academic Petition. If the work has not been completed and submitted to the instructor by the deadline, the instructor should post a “0” (zero) for the missing assignments and calculate a final grade to the Registrar’s Office. An Incomplete Grade “I” makes the student ineligible for the Dean’s List.