



# 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 the course for which the incomplete grade is requested. *The Incomplete Grade Policy is printed on the back of this form and in the 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 four weeks (T-8 and Online courses) or six weeks (T-15 and BLEND courses) 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 Director or Department Chair of the course no later than **three days** 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: \_\_\_\_\_

**Chair / Director Approval:**  Not Approved  Approved

Chair / Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Instructor submits this request form to respective Chair or Director who then submits it to the Registrar's Office for student record file and submits a Grade Change Request to update the final grade\*\*\***

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **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.

Course extensions for online classes will be granted only to students who have completed 50% of the course work.

The length of an Incomplete Grade "I" will be no later than three weeks (LEAD Program) or four weeks (T-9 and Online courses) or six weeks (Traditional-15 and BLEND courses) from the end of the course. 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.