

**SCHOOL OF SOCIAL WORK  
UNIVERSITY OF MARYLAND BALTIMORE**

**REQUEST FOR THE GRADE OF INCOMPLETE (“I”)**

**Policy on Incomplete Work, The Grade “I”:**

Incomplete grades (“I”) are given under exceptional circumstances to a student whose work in a course has been qualitatively satisfactory but, because of illness, is unable to complete all the course requirements before the end of the semester. Students must work out a signed agreement for completion of work.

Incompletes must be cleared within 6 weeks after the end of the semester in which the “I” was assigned. Any “I” grade remaining at the end of the 6 week period will automatically convert to an “F.”

**Please Print:**      NAME OF STUDENT: \_\_\_\_\_  
Soc. Sec. No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Course No.: \_\_\_\_\_ Credits: ( \_\_\_\_\_ ) Instructor: \_\_\_\_\_

**PART I - TO THE INSTRUCTOR:**

I request that I be granted a grade of “I” (Incomplete) for the following reasons:

I am aware of the faculty policy on Incomplete grades and understand the grade of “I” will be changed to an “F” if the course requirements are not completed by the date specified (which is within the 6 week policy requirement) in Part II below.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II - TO THE SSW REGISTRAR:**

I have agreed to give this student an “I” so that s/he may complete his/her course requirements. The stipulations and course requirements that must be fulfilled are as follows:

Assignments to be completed by: \_\_\_\_\_

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_