

REQUEST FOR THE GRADE OF INCOMPLETE (“I”)

Incomplete grades (“I”) are given under exceptional circumstance to a student who has made satisfactory progress in a course but, because of illness or other circumstances beyond their control, is unable to complete all the course requirements by the end of the semester.

The timeline for completion of the work and submission of the grade must be agreed upon by the instructor and the student. Incompletes are expected to be cleared within 6 weeks after the end of the semester in which the “I” was assigned. The grade must be submitted to the Office of Records and Registration using the Supplemental Grade Form.

STUDENT NAME _____

STUDENT ID @ _____

EMAIL _____

PHONE _____

COURSE NUMBER _____

SEMESTER _____

INSTRUCTOR _____

CLASSWORK PRODUCT TO BE COMPLETED:

DUE DATE _____

Instructor Signature _____ Date _____

Faculty should submit the completed, signed form to the Office of Records and Registration in person, by fax or via e-mail.

(For Office Use Only): Date Received by ORR, SSW: _____