

# Request For Incomplete

## Instructions

### *Explanation*

A grade of incomplete is given only as the outcome of special counseling between student and teacher--and only when **qualifying circumstances** (e.g. sickness, hospitalization, death in family) warrant it. Students who, through carelessness, neglect their work can expect to receive an F for the course. Extension of time for incomplete work may be granted at the discretion of the teacher. At the end of the allotted time, grades will be computed by the instructor on the basis of the work completed.

The usual and customary extension of time is one month from the last day of the term. Extension beyond one month must be approved by the Associate Dean of Academics. Appeals must be in process prior to the last day of the one-month period.

### *Procedure for receiving an Incomplete*

1. The student secures a "Request for Incomplete" form from the Registrar's Office. The student completes Part A of the form and gives it to the course instructor.

2. The instructor completes Part B of the form, providing: the date all work is to be completed, a list of assignments outstanding, the grade to be assigned should the student not complete the course as directed, and other conditions to be met before a course grade may be given. The "Grade if not completed" will be recorded at the one-month deadline unless an appeal is in process.

The instructor submits the completed form to the Registrar for final approval, WITH THE FINAL GRADE SHEET.

3. The Registrar acts on the request by completing Part C.

4. The Registrar forwards a copy of the completed Request for Incomplete form to the student and instructor and the original to the student's Advisement File.

5. The original form will be filed for action on the "Date to be Completed" and will record an "I" for the course grade on the Grade Report for the term.

6. When the student completes the necessary work, the instructor requests from the Registrar's Office the original Request for Incomplete and completes Part D of the form. The instructor forwards the form to the Registrar's Office. If the completed form is not filed with the Registrar's Office by the end of the one-month period, the "Grade if not completed" will be recorded.

After the student's grade has been adjusted, the Registrar's Office provides a copy of the form to the student and files the original in the student's Advisement File.

# REQUEST FOR INCOMPLETE

**Part A** (to be completed by the student)

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

Box #: \_\_\_\_\_

Course: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

**Part B** (to be completed by the instructor)

List work to be completed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date to be completed: \_\_\_\_\_ Grade if not completed: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Instructor's Approval: \_\_\_\_\_

Note: *Please return all incomplete forms with your final grade sheet.*

**Part C** (to be completed by the Registrar)

Request is:  Approved  Not Approved. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

**Part D** (to be completed by the instructor)

## CHANGE OF GRADE REQUEST

Change the grade of "I" to \_\_\_\_\_.

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

-----  
(to be completed by the Registrar's Office)

Change of grade has been recorded:  Yes

Date: \_\_\_\_\_

Distribution of form has been completed:  Yes

Date: \_\_\_\_\_