Incomplete Grade Request Form

Student & Course Information

_____ _____ _____ _____
Student ID   Last Name   First Name   Middle Name

_____ _____ _____
Course Prefix & Number Course Title   Course Director

_____
Semester and Year

Reason for Incomplete Grade:

_____

_____

_____

In the event of extenuating circumstances that occur in the last quarter (25%) of the course, a grade of Incomplete (I) may be assigned by the course director. In order to be eligible for an incomplete grade, the student must:

1. be in good academic standing (earning a passing grade), and

2. have a justifiable and documented reason beyond their control (e.g., hospitalization or military deployment) for not completing the work as scheduled.

Exact requirements to complete course and receive a final grade (to be completed by Course Director):

_____

_____

Specified date of completion if other than catalog date: _____

_____ _____
Course Director Signature   Date

_____ _____
Assistant/Associate Dean Signature   Date

PROCEDURE FOR INCOMPLETE GRADE REQUEST

1. The student obtains an Incomplete Grade Request form from the CON Office of Student Success, completes the student information section, and submits it to the Course Lead.
2. The Course Lead completes and signs the form and sends it to the respective Assistant/Associate Dean for approval.
3. Once approved by the Assistant/Associate Dean, a copy is sent to the CON Office of Student Success, and the completed form is submitted to the Office of the Registrar for grade entry.
4. The Registrar enters the grade of Incomplete into EIS along with the date the grade of "I" must change to a passing grade. If a grade change has not been processed by this date, the grade of "I" shall change to an F (failing).