Students may submit this form to a faculty member to request an incomplete grade:

Student ID#: ___________________________ Name: ____________________________________________________________

Course Number: ________________________ Course Title: _______________________________________________________ 

Semester Enrolled in Course:  □  FALL   □  SPRING   □  MAY   □  SUMMER   Year: ________________________________

Incomplete Policy:
When extenuating circumstances occur beyond a student’s control, such as medical issues or family emergencies, students can request that faculty assign them an incomplete grade. At the time of request, students should have a passing grade and have completed at least two-thirds of the required course-work. Generally, incomplete grades are not given when the incomplete work includes team-based projects and assignments, although exceptions can be made.

If a faculty member determines an incomplete grade is warranted, all work must be completed by the date specified by the faculty member within 10 weeks after the course has ended. Adjunct faculty members must inform the department chair of the incomplete and devise a plan to assure follow through during the extended period. If the work is not completed by the end of the period specified, the temporary mark is changed to the grade indicated by the instructor or if no grade has been indicated the mark is changed to an F. When coursework in which a student has received an Incomplete has been made up, the final grade is entered with I and the letter grade (for example, IA).

Alternatives to incomplete grades may include a) students repeating a course to improve the grade and their GPA, or b) filing a petition with the Review Committee for a late withdrawal when the extraordinary circumstances faced by the student are documented and resulted in failing all classes in a term. Faculty members may adopt late assignment rules or more restrictive incomplete policies and are encouraged to articulate those policies on the syllabus.

Note for graduating students: A grade of “I” for any class in a student’s last semester will automatically move them to the next graduating semester.

Dear ________________________________,

I understand the Incomplete Policy detailed above and respectfully request for an incomplete grade for this semester due to the following extenuating circumstances: ____________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Sincerely, _______________________________________________ (signature) Date: __________________________