Incomplete Grade Request Form

Student Name:		**Professor Name:**	
Course Name		**Course Number:**	
Course Start Date:		**Original Course End Date:**	
I-Grade Request Date:			

Student briefly describe your reason for requesting an I-grade extension. Submit completed form to your faculty member for review.

For Faculty Use Only:

An incomplete (I) grade extension may be granted at the discretion of a faculty member; please consider the following criteria when reviewing the request:

- An unforeseen circumstance threatens a student's ability to complete a course by the scheduled course end date.
- The student has submitted 2 assignments in a 4-week course, 5 assignments in an 8-week course, or 8 assignments in a 12-week course due prior to requesting an incomplete grade.
- The student has a course grade of a "C" average for the assignments submitted at the time of the incomplete grade request.

NOTE: The following Doctoral courses are **NOT ELIGIBLE** for an incomplete grade: DIS-99XXA, DIS-99XXB, or DIS-99XXC

Do you grant an incomplete (I) grade which will extend the course?

4-week course extends by: *or 8-week course extends by:*   *or 12-week course extends by:*

Note: Students are eligible for up to two weeks in a 4-week course, three weeks in an 8-week course or a maximum extension of up to 4 weeks in length in a 12-week course. If no, please explain:

If you UNDERLINE APPROVE an incomplete (I) grade extension:

- Make note of the new course end date.
- Save the completed form. E-mail a copy to the student and The Office of the Registrar **as soon as possible** but no later than 3 days after the original course end date. The Office of the Registrar will record the I grade and extension.
- The final grade may be entered before the extension end date once the student has successfully completed the course but must be entered no later than 4 days after the extended course end date.
- Faculty is responsible for submitting the final grade to the Office of the Registrar using the online grade change form.

If you DENY an incomplete (I) grade extension:

- Save the completed form. E-mail a copy to the student and The Office of the Registrar
- Contact the student to assist them in timely completion of the course.
- Assign the final grade at course end as normal.

_____   _____

Faculty: *Please type name here to acknowledge you have reviewed the request*   *Date*

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