



## INCOMPLETE GRADE REQUEST

### INCOMPLETE GRADE POLICY INFORMATION

This request for an Incomplete (I) grade is to be student-initiated. It is granted ONLY based on a serious illness or a similar exceptional circumstance that materially affects the student's ability to complete all course requirements. *An incomplete will not be granted solely based on a student needing more time. The incomplete must be cleared by the below deadlines.* Furthermore, students should have completed at least 70 percent of the coursework with an overall passing grade before an incomplete grade is granted.

**Deadlines:**

**Traditional Undergraduate, Graduate, and Seminary Master Students:** 90 days following the last day of class.

**Seminary Doctoral Students:** 45 days following the last day of class.

**Adult Studies Students:** By the second five-week course in the next semester, including summer.

*Some incomplete grades may be extended to be cleared later than the above deadlines due to exceptional circumstances, but such exceptions are only granted on a case-by-case basis with the Registrar.*

**An I grade that is not cleared by the deadline will be changed to an F or other grade the faculty member has designated on this form.**

### STUDENT AND COURSE INFORMATION

Student ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

Course #: \_\_\_\_\_ Title: \_\_\_\_\_

Semester: FA SP SU Year: \_\_\_\_\_

**STUDENT STATEMENT:**

I am unable to complete the requirements for the above course due to:

Illness                      Death in Family                      Accident                      Other

Unable to complete the course work because: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY/DEPARTMENTAL STATEMENT:**

- I approve of this Incomplete grade request. The course work must be submitted within 90 days following the last day of class or earlier on the following date: \_\_\_\_\_.

The extension of time requested will permit the student to complete work that may affect the overall evaluation. The extenuating circumstances described above were a factor in the student's inability to complete the work. I will supervise the completion of this work. *If the student chooses not to complete the work, I request that a grade of \_\_\_\_\_ be recorded as the final grade for this course.*

- I disapprove of this Incomplete grade request because: \_\_\_\_\_

### SIGNATURES

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official Signature (Dept Chair or Dean): \_\_\_\_\_ Date: \_\_\_\_\_