

Request for an Incomplete Grade

Instructions: The student is required to thoroughly review the Incomplete Grade Policy (SP03-18) as stated in the catalog. After the form is signed, it is maintained by the Academic Program Analyst until the work has been submitted and the instructor has assigned a revised grade. The revised grade can only be changed upon submission of a Change of Grade form to the Enrollment Center for processing.

Student Name:

Student ID:

Department and Course Number:

Semester and Year:

Conditions for Incomplete Grade Assignment:

1. An Incomplete grade contract must be completed by the instructor and student prior to final grading of the course. The Incomplete contract must be kept with the Department/Program Office.
2. A statement of the work not completed and the percentage of each uncompleted assignment will count toward the final grade. The instructor may assign a specific letter grade that the student will receive if the course requirements are NOT completed within one calendar year (or shorter period).

I have read the policy in the current CI catalog and request an Incomplete for the following reasons:

I understand that this Incomplete grade and the terms agreed upon with the instructor (as noted below) must be resolved within one calendar year from the date the original grade was due. Otherwise, the original grade will be converted to an "IC" grade, which is equivalent to an "F".

Student's Signature:

Date:

Instructor's Statement: The student requesting an Incomplete is doing passing work at the time of the request. The following assignment(s) must be completed within one year of the original due date of the initial grade.

Instructor's Signature:

Date: