
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 SBS Executive Director of Student Academic Services, completes the student information section, and submits it to the Course Director.
2. The Course Director 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 SBS Executive Director of Student Academic Services, 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).