

INSTRUCTIONS

This form is used to request permission to temporarily assign an incomplete "I" grade. The instructor of the course completes this form and submits this to the Program Chair/Director. The Program Chair/Director approves or denies the request, and submits the form to the Registrar's Office. If the Program Chair/Director also happens to be the course instructor, they can request approval from Executive Dean. A grade of "I" must be evaluated and changed within 50% of the immediate consecutive term (for an 8-week term, this equates to 4 weeks; for a 15-week term, this equates to 8 weeks). At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted within the allotted period of time, or if a student withdraws from the university while an incomplete grade is on their transcript, the grade will be changed from "I" to "F" with the assumption that the student has not fulfilled their requirements for the course. Any amendments to this form or its parameters require a resubmission.

Course Instructor (Name): _____

Course Code	Section, if any	Course Name	Term & Year	Credits

Submitting a request for an incomplete for _____

Student ID: _____ Student Name: _____

Please provide a brief description of the compelling reasons for this request (attach additional pages as needed):

Course work remaining to be completed and required completion dates):

The student will receive a letter grade of _____ and a percentage of _____ if outstanding work is not submitted.

NOTE: A grade change request form must be submitted to change the "I" to a letter grade, or the "I" will be automatically turned to an "F" by (end of 50% of the immediate following term: 4 weeks for an 8 week term, or 8 weeks for a 15 week term):

Student's Name & Signature: _____ Date: _____

Instructor's Name & Signature: _____ Date: _____

Department Chair Approved Denied: _____ Date: _____

Notes (if required):

Registrar's Office

Date Received: _____ by _____

Incomplete Grade (“I”)

The grade of “I” (Incomplete) is given to a student whose work has been of passing quality but who has, for compelling reasons, been unable to complete all of their required coursework by the end of the semester. The situation should rise to the level of and meet the threshold of extraordinary circumstances that were beyond the student’s control.

The incomplete is a temporary assignment of an “I” grade to the student’s transcript while they are actively enrolled in at the university. Students who withdraw from the university prior to the changing of an incomplete grade from an “I” to a letter grade will be assigned a failing (“F”) grade for the course upon withdrawal. An incomplete grade cannot be applied in a student’s final semester.

The instructor of the course completes an Incomplete Grade Request Form and submits this to the Program Chair/Director. The Program Chair/Director approves or denies the request and submits the form to the Registrar’s Office. Any amendments to parameters outlined in the form require resubmission. If the Program Chair/Director also happens to be the course instructor, they can request approval from Executive Dean. A grade of “I” must be evaluated and changed within 50% of the immediate consecutive term (for an 8-week term, this equates to 4 weeks; for a 15-week term, this equates to 8 weeks). At this time, all work from the previous semester/session must be completed and submitted to the instructor. If a grade is not submitted within the allotted period of time, or if a student withdraws from the university while an incomplete grade is on their transcript, the grade will be changed from “I” to “F” with the assumption that the student has not fulfilled their requirements for the course.

The impact of an “I” grade on a student’s satisfactory academic progress is as follows:

- A grade of “I” is included in the calculation of the CGPA as a failing grade and counts as credit hours attempted for calculating the completion rate.
- Courses that remain as an “I” at the end of 8th week of the beginning of next term will automatically become an “F” grade.
- Incomplete and Withdrawal grades may have an adverse effect on the successful course completion percentage of a student if he/she has been charged tuition for any part of the course.
- The “I” grade is only issued for verifiable, unavoidable reasons. Since the “I” grade extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation and documented on the student’s transcript.

A Grade Change Request Form must be submitted to change the “I” to a letter grade. Upon receipt of the Grade Change Form, the Registrar enables the gradebook to allow a grade to be amended by the instructor. Then, the instructor will make changes to the gradebook on the faculty portal and re-submit the grade to the Registrar via the faculty portal.