



## 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 the Dean/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. For students in the Juris Doctor program, additional time is at the discretion of the Dean.
- 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 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:*

*10-week JD course extends by:*

*or 16-week JD course extends by:*

**Note:** Dean/Faculty decision explanation:

### If you **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.

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

*Date*