



## INCOMPLETE GRADE REQUEST

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A grade of 'I' (Incomplete) may be assigned to a student who is unable to complete a course because of extenuating circumstances beyond the student's control, providing the student has completed 40 class days, the work is satisfactory quality (passing) and student has requested the 'I' grade. The Incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the vice president of instruction or a designated representative. Grades of "I" not cleared by within the first two weeks of the next term will be converted to an "F". Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the vice president of instruction or a designated representative; however, under no circumstances extended beyond the next term.

If an "I" has lapsed to an "F", it cannot be changed.

An 'I' will not be considered passing for purposes of determining academic standing, financial aid eligibility, or other purposes.

- Incomplete Grades may affect a student's financial aid eligibility.
  - Academic Standing is calculated within several days of the end of the term.
  - Incomplete grades will not be applied to calculate academic standing, including Academic Probation, Suspension, Dismissal, President's list or Academic Achievement.
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Date:

Student Name:

Student ID:

Course:

CRN:

Course Requirements for Completion:

I understand that requirements must be completed within the first two weeks of the term or the 'I' will be converted to an "F".

Student Signature:

Instructor Signature:

Dean of Instruction/Representative:

VP of Instruction/Representative:

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Final Grade:

Instructor Signature: