



Request for an Incomplete Grade

Students who have completed at least three quarters of the course assignments with a passing grade and who, due to extenuating circumstances, are unable to submit all assignments prior to the submission of final grades may submit a completed *Request for An Incomplete Grade* to the course instructor along with a valid reason for failing to submit the remainder of the work prior to the submission of final grades.

The decision to allow or deny a request for an incomplete (I) grade rests solely with the course instructor. "I" grades are not included in the calculation of the student's GPA.

An "I" grade that is not changed by the course instructor by the start of the next regular semester shall be changed to an "F" grade. The "F" grade shall be included in the calculation of the student's GPA.

Student's Name: _____ BTVI ID #: _____

Student's Email Address: _____ Cell Phone: _____

Course: Abbrev/No: _____ Section: _____ Name: _____

Semester: _____ Year: _____ Time Needed to Complete Assignments: Week(s)

Reason for Requesting I Grade (attach supporting documentation, if any): _____

Assignments Needed to Complete Coursework	Due Date

I have discussed the assignments needed to complete the coursework and the dates by which they are due with my instructor. I understand that failure to submit the course assignments indicated above will result in the "I" grade being changed to an "F" grade within three (3) weeks of the start of the following semester.

Student's Signature: _____ Date: _____

Course Instructor's Signature: _____ Date: _____

Head of Department's Signature: _____ Date: _____

(NOTE: Instructors are required to forward the approved Request for an Incomplete Grade to the Office of the Registrar on or before the due date for the submission of final grades as stipulated in the Academic Calendar.)