



Requesting an Incomplete (I) Grade

Students may request an incomplete (I) grade if they have completed at least three quarters of the coursework with a passing grade and are unable to submit the remainder of the work prior to the submission of final grades due to extenuating circumstances.

The decision to approve or deny a request for an incomplete rests with the course instructor.

STEP 1

- Meet with your course instructor to discuss the need for an incomplete.
- Explain the reason for not being able to submit the remainder of the work prior to the deadline for the submission of final grades, e.g., death in the family, accident, personal injury, job related travel, large and necessary increase in working hours and/or workload.
- Discuss and agree the assignments needed to complete the coursework and the amount of time needed to complete them.

STEP 2

- Complete the *Request for An Incomplete Grade*. Be sure to include the reason for requesting the incomplete and attach any supporting documentation in support of your request.
- List the assignments needed to complete the coursework and the dates when they are due.
- Sign the request form.
- Have your instructor sign the request form.

Once your instructor signs your request for an incomplete grade, the relevant Head of Department will sign the form and your instructor will forward the form to the Office of the Registrar.

The Office of the Registrar will assign an "I" for the course. The "I" grade will not be included in the calculation of your GPA.

Students who fail to complete assignments within the time allocated will not be considered for another incomplete grade.

"I" grades that are not changed within 3 weeks of the start of the following semester will be changed to an "F" grade. The "F" grade will be included in the calculation of your GPA.