



**REQUEST FOR THE GRADE OF "INCOMPLETE"**

The grade of I, Incomplete, indicates that a student was doing satisfactory work, but due to non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. The grade of I is only appropriate when all of the following conditions are met:

1. The student is doing satisfactory work in the course.
2. The unfinished requirements can be clearly delineated.
3. The unfinished requirements constitute a relatively small part of the course.
4. The student has justifiable reason(s) why the work cannot be completed on schedule (documentation is required).
5. The student arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on this form

**A grade of I that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first) will automatically be changed to the grade F. Once a grade has been automatically converted to F, it cannot be changed.**

**Section 1 – REQUEST FOR GRADE OF INCOMPLETE**

To be completed by student

Student name: Last \_\_\_\_\_, First \_\_\_\_\_ LakerID: \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_ CRN: \_\_\_\_\_

Justification for request of grade of Incomplete: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach appropriate documentation such as medical report, obituary notice, court appearance notice, etc.**

**Section 2 – ASSIGNING GRADE OF INCOMPLETE**

To be completed by instructor

I assign the grade of Incomplete to this student with the understanding that the coursework listed below will be completed by *the end of classes during the next semester of attendance or within one calendar year (whichever comes first)*, as stipulated by University policy. Upon completion of the work, a Change of Grade form will be processed. If the work is not completed within the specified time, the grade of Incomplete (I) will automatically be changed to the grade F.

\_\_\_\_\_  
\_\_\_\_\_

Signature – Instructor \_\_\_\_\_ Date \_\_\_\_\_

Signature – Student \_\_\_\_\_ Date \_\_\_\_\_

Signature – Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature – Dean \_\_\_\_\_ Date \_\_\_\_\_

The student should be given a copy of this signed form.