

# **Request for Grade of Incomplete** Graduate School of Arts and Sciences

#### **GSAS POLICIES:**

- **Circumstances**: The grade of Incomplete is to be granted only rarely and for extraordinary circumstances outside of the student's control. Students who are on academic probation or those who have had several previous incompletes should submit documentation that the circumstances are outside of their control along with their application.
- **Application Deadline**: Applications for incompletes shall be made no later than the week before the date of the last class/final examination in that course.
- Approval: The request for an incomplete requires approval by the instructor, the department chair, and the Associate Dean.
- Incomplete Grade: The instructor assigns a grade of either "PI" or "FI."
  - PI: The student has not completed the coursework and that work turned in to date is of a passing nature. FI: The student has not completed the coursework, insufficient work has been turned in on which to
  - make a judgment, and/or the work turned in is not of a passing quality.
- **Permanent Grade**: Upon completion of the course requirements, the instructor submits a Change of Grade form to the Associate Dean's office. When approved, the PI or FI will be removed and replaced by the new grade. If the requirement is not completed by the date specified in the academic calendar for removal of incompletes, the grade will be automatically changed from a PI to a permanent incomplete (INC) or from a FI to a permanent F. If an incomplete is not requested by the deadline, the permanent grade will reflect the incomplete.

## **INSTRUCTIONS:**

### Student:

- 1. Obtain approval signatures from a) Instructor, b) Chairperson, and c) Associate Dean.
- 2. Submit signed form to Student Enrollment.

### Instructor:

- 1. Indicate a grade of PI or FI on the grade sheet.
- 2. When the student has completed the work, submit the new grade to the Associate Dean on a Change of Grade Form. If the new letter grade is submitted after the deadline stated in the academic calendar, the approval of the Associate Dean and Academic Vice President must be secured.
- 🐎 PLEASE REFER TO THE GSAS ACADEMIC POLICIES AND PROCEDURES GUIDEBOOK FOR MORE INFORMATION. 🤜

Student Name:	ID#:		
Semester: O Spring O Fall	O Summer Year:	Phone:	
Instructor:	Course Number:	Course Title: _	
Reason:			
Student Signature:			_ Date:/
Approval of Instructor:			_ Date:/
Approval of Chairperson:			_ Date:/
Approval of Associate Dean: _			_ Date:/