



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.
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."
Permanent Grade: Upon completion of the course requirements, the instructor submits a Change of Grade form to the Associate Dean's office.

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.

PLEASE REFER TO THE GSAS ACADEMIC POLICIES AND PROCEDURES GUIDEBOOK FOR MORE INFORMATION.

Student Name: ID#:

Semester: Spring Fall 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: ___/___/___