

INCOMPLETE GRADE REQUEST

In the case of extenuating circumstances, the instructor may allow an additional period of time – usually two weeks beyond the end of the semester – to complete the course. The incomplete “grade” is figured into the grade-point average (GPA) of the student as an “F”, or failure, until such time as course work is completed and a new grade is assigned. A *Request for Incomplete Grade* form is required prior to the end of the grading period; the initiation of this step can be started by either the faculty member or the student, however, agreement by both parties regarding the terms of the course extension period and the course work to be completed is expected. Failure of the student to complete course work within 30 days will require approval of the dean for an extension of up to an additional 60 days. At the end of 90 days from the end of the semester, any course work not completed as agreed will be viewed as failing and the professor will be asked to make a course grade determination based on any and all other course work performed.

Student Name: _____

Bryant ID: _____ Date: _____

I am requesting an Incomplete for the following course:

Semester _____ Year _____
CRN # _____ Course Title _____

I agree to complete the course requirements listed below by _____
Date

Student Signature

Date

Faculty Signature

Date