

**Regent University School of Undergraduate Studies
Request for the Assignment of an "I" (Incomplete) Grade**

Policy: A grade of "I" (Incomplete) may be assigned **only if** the student has made proper arrangements with the instructor prior to the end of the course and the student has **presented evidence** of extenuating circumstances beyond his or her control, such as a serious illness, which prevents the student from completing the course on time. If these conditions are met, the instructor may complete a request for an incomplete and submit it to the appropriate Department Chair before the end of the course. Both the student and the instructor must sign the request; however, the student may give the instructor permission to sign for him or her. The instructor must indicate that this permission has been granted on the form. A grade of "I" will be given in a regular course only for legitimate deficiencies due to illness, emergencies, or other extraordinary circumstances. **The form must be submitted to the Registrar by the last day of the session.**

Once the grade of "I" has been assigned, the student must complete all outstanding requirements for the course **within six weeks of the last day of the course**. It is the student's responsibility to work with the instructor to ensure these requirements are submitted. If all course requirements are not completed **within six weeks of the last day of the course**, the incomplete grade will be converted to a grade of "FX", and the student must re-register and pay the appropriate tuition to re-enroll in the course the next time it is offered. A student who acquires two concurrent grades of "Incomplete" in one semester will not be permitted to enroll in additional courses until the "Incomplete" grades are resolved. The grade of "Incomplete" is removed when the instructor assigning such a grade submits a change of grade form.

Student: _____ ID# _____

Date: _____ Program/Major: _____

Student's home phone #: (_____) _____ - _____ Work #: (_____) _____ - _____

CRN #	Course #	Section #	Semester	Instructor
_____	_____	_____	_____	_____

Justification for grade of "Incomplete":

Please list outstanding course requirements:

Student's signature _____ Date _____

Approved Not approved Instructor's Signature _____ Date _____

Approved Not approved Dept. Chair's Signature _____ Date _____

REGISTRAR'S USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

All work must be submitted by this date: _____

_____ "I" entered _____ Due Date Extended