Request for an Incomplete ("I") Grade

Policy: A grade of “Incomplete” (“I”) will be assigned only if proper arrangements have been made prior to the end of the course. The “Incomplete” grade is intended for use only in extraordinary circumstances, beyond the student’s control, which prevent the student from completing the course on time. To qualify for an Incomplete, the student must have completed over 75% of the course material and have a documented reason for requesting the incomplete. (75% means all assignments/exams up to and including the mid-term point, tests, and or assignments.) If these conditions are met, the instructor may complete a “Request for a Grade of ‘Incomplete” and submit it to the appropriate Department Chair before the end of the course for final approval of request. 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. Students on academic probation are ineligible for grades of “Incomplete” for courses taken while on academic probation.

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 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: ___________________ Date: ___________________
Student ID: ___________________ Degree Program: ___ A.A. ___ B.A. ___ B.S. Major ___________________
Student’s home phone or cell #: (_____) _______ - _________ Work #: (_____) _______ - _________
CRN # __________ Course # __________ Section # __________ Semester _________ Instructor __________

Justification for grade of “Incomplete:
________________________________________________________________________________________
________________________________________________________________________________________

Please list outstanding course requirements:
________________________________________________________________________________________
________________________________________________________________________________________

Student’s Signature: ___________________ Date: ___________________

Please FAX completed form to 757-352-4685 of email attachment to undergrad-advisor@regent.edu

☐ Approved ☐ Not approved Associate Dean: ___________________ Date: ___________________
☐ Approved ☐ Not approved Department Chair: ___________________ Date: ___________________
☐ Approved ☐ Not approved Completed 75%-Instructor: ___________________ 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 _____________ Staff Initials _____________

REV. 12/2012