



DONNELLY COLLEGE

Application for Incomplete Grade

(See back for policy and procedures)

Section I – Student Personal Information

Student Number

Last Name

First Name

Section II – Request for Incomplete

Course Number

Section

Course Name

Year/Term

Instructor

This course is a prerequisite to the following courses: _____

Reason for Request – attach note from physician and/or additional documentation if necessary.

Estimated time need to complete incomplete work: _____

I have read the incomplete grade policy and procedures and understand that this incomplete course must be finished by the completion date indicated on this form or by the end of the next semester. If the work for the Incomplete is not finished, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA. I also understand if that I will not be able to enroll in any course that has a prerequisite to this incomplete course.

Student Signature

Date

Section III – Instructor Approval

Please indicate the completion date: _____

Necessary work required to complete the course. Please include a copy of the syllabus with notes of incomplete assignments and maximum points for each assignment.

Student's current grade and total points, not including missing work. _____

Instructor Contact Info (phone, e-mail, address): _____

Instructor Signature

Date

Incomplete Grade Policy

The grade of incomplete is a temporary grade given at the discretion of the instructor upon request of the student. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements.

The instructor is responsible for providing written notification to the student of the work required to remove the incomplete. The student is responsible for completing the work by the date set by the instructor, by the conclusion of the next regular term (fall or spring), or the student's graduation term, whichever is earlier.

If the student does not make up the incomplete during the specified period, the grade of "I" will be re-designated as "F" and will be computed in the student's GPA.

A student will not be cleared for graduation with an incomplete grade on his or her academic record.

Procedures

To request an incomplete grade:

1. Student completes sections I and II of the Incomplete Grade Application and submits the form to instructor. (If student is not able to complete the form, the instructor may complete the form on behalf of the student.)
2. If approved by the instructor, the instructor completes section III.
3. The completed form must be submitted to the Office of the Registrar no later than one business day from the day of the final.
4. Once the form is complete, the Registrar's office will e-mail a copy of the approved request to the instructor, student (to the student's Donnelly e-mail), Vice President for Academic Affairs and Department Chairperson. The original form will be retained in the student file.
5. When the work is completed, the instructor completes the "grade change" form in Office of the Registrar. Incomplete courses must be finished by the completion date indicated on this form or by the end of the next semester.
6. If the work for the Incomplete is not finished by the deadline, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA.