INCOMPLETE GRADE REQUEST

Office of the Registrar

An incomplete grade “X” is granted in **exceptional cases only**. This request must be submitted to the Registrar’s Office by the last day of the examination period of the semester in which the student is registered for the course. Students have six (6) weeks after the beginning of the next academic semester in which the “X” was granted to complete the required work. **NOTE:** In the event that a grade was not submitted by the deadline for removal of the “X” grade, the grade will automatically convert to an “F.” An extension beyond six (6) weeks may be granted only by the Vice President for Academic Affairs. Graduating students may not request an incomplete in any course taken in the semester in which they expect to graduate. A $5.00 fee is due for each course that you have filed for an incomplete.

**STEP ONE:**  
To be completed by student and instructor:

Student ID # __________________________ or Social Security Number: xxx-xx-____________________

Student Name (print) ___________________________________________ (Last Name) (First Name)

Course #_________ Section #_________ Semester __________ Year _______

Course Title: ______________________________________________________

Reason for the incomplete grade: ______________________________________

______________________________________________________________ Date_____

Student’s Signature ______________________________________________ (Student must also read and sign the policy on the back)

Instructor’s Name (print) __________________________________________

Instructor’s Signature ____________________________________________ Date_____

**STEP TWO:**  
Student returns completed form to the Registrar’s Office and pays the $5.00 fee.

**STEP THREE:** To be completed by the Registrar’s Office—recording of the “X” incomplete grade.

$5.00 fee received ______ “X” Grade Recorded _______ Final Grade due by: ________________

**STEP FOUR:** Original form will be returned to the instructor after the “X” incomplete grade is recorded.

**STEP FIVE:**  
Submission of the final grade to be completed by the instructor.

Final Grade _______________ Date______________________________

Instructor’s Signature ____________________________________________

**STEP SIX:** Instructor returns completed form to the Registrar’s Office by the final grade due date:

**STEP SEVEN:** Final grade to be recorded by the Registrar’s Office.

Registrar’s Office Signature ______________________________ Date: ________________
INCOMPLETE GRADE POLICY  
(As revised, September 2009)

An incomplete grade (“X”) is granted at the discretion of the instructor and will be considered in extraordinary circumstances only.

An incomplete grade in a course may impact a student’s academic progress and financial aid. Students requesting an Incomplete Grade should check first with the College’s Financial Aid Office.

1. The student requesting an incomplete grade must obtain the signature of the instructor of the course and submit the form in person at the Registrar’s Office no later than the last day of the examination period as published in the Academic Calendar for that semester. Request forms will not be accepted after that date.

2. A $5.00 processing fee must be paid at the time the request form is submitted.

3. The final grade for the student is due to the Registrar’s Office no later than noon on the Monday following the 6th week. The exact due date will be shown on the reverse side of this form. Failure to submit the work to the instructor by the deadline will automatically convert the grade to an “F”.

4. If the course for which the Incomplete Grade was granted is a prerequisite for a next level course, the student may not take the next level course until the “X” grade is removed.

5. An extension beyond six (6) weeks may be granted only by the Vice President for Academic Affairs.

6. Graduating students may not request an incomplete in any course taken in the semester in which they expect to graduate.

7. There will be no exceptions to this policy.

I have read and understand the Incomplete Grade Policy

________________________________________________________________________
(Student’s Signature)  

________________________________________________________________________
(Date)