

Incomplete Grade Authorization Form



INCOMPLETES: The grade of "I" (Incomplete) must be requested by the student. An I-grade may only be considered for a student who has a satisfactory standing in the course in which the incomplete grade is being requested. The instructor can only agree to give an I-grade if there are documented extenuating circumstances (e.g. illness, death in the family).

The work required must be submitted to the instructor within six weeks from the last day of classes for the session in question. If a final grade is not provided to the Office of the Registrar, the grade of "I" will automatically convert into a grade of "F". If needed, an extension beyond six weeks may be requested by the student. The extension requires the approval of the instructor and the Registrar.

This signed form and related documentation must be received by the Office of the Registrar by the following:

Incomplete Grade Submission Deadlines

Semester/Session	Incomplete Request Deadline	Semester/Session	Incomplete Request Deadline
5-Week	Friday of Week 4	11-Week	Friday of Week 10
8-Week	Friday of Week 7	16-Week	Friday of Week 15

Student H Number: _____ | Last Name: _____ | First Name: _____

CUC Email: _____

Subject: _____ | Course #: _____ | CRN: _____

Course Title: _____ Term/Year: Fall 20____ Spring 20____ Summer 20____

REASON FOR INCOMPLETE:

WORK THAT NEEDS TO BE COMPLETED:

EXPLAIN HOW THE PERCENTAGES/POINTS FROM THE COMPLETED AND THE INCOMPLETE ASSIGNMENTS WILL BE COMBINED TO DETERMINE THE FINAL GRADE. ATTACH A GRADING SCALE OR SYLLABUS, IF NEEDED.

IF A TEST OR EXAM NEEDS TO BE TAKEN, PROVIDE A COPY OF THE TEST OR EXAM TO THE DIVISION CHAIR.

Deadline agreed upon for submission of coursework to instructor
(must be prior to the 6-week deadline for grade adjustments): _____

Student Signature: _____ | **Date:** _____

Please make copies for your records.

TO BE COMPLETED BY THE INSTRUCTOR ONLY:

- This student is in satisfactory standing in the course (e.g. engaged/participating, current on assignments).
- This student provided documentation of extenuating circumstances to support the request for an incomplete.
- This form is submitted by the published deadline to the Office of the Registrar.

If **any** of these three criteria are not met, this form will not be accepted by the Office of the Registrar.

Instructor Name: _____ | **Instructor H#:** _____

Approved Denied **Instructor Signature:** _____ | **Date:** _____

Approved Denied **Registrar Signature:** _____ | **Date:** _____