

REQUEST FOR A GRADE OF INCOMPLETE

STUDENT: Complete this form in consultation with faculty *prior to the end of the course*. Retain a copy for your records.

FACULTY: Retain the white copy for your records.

LANG and MANNES FACULTY ONLY: Send student with completed form to the Dean's Office for necessary approval.

INCOMPLETE DEADLINES: (check one)

☐ Undergraduate students must complete the outstanding course requirements no later than the 7th week of the following Fall semester for Spring and Summer courses and the 7th week of the following Spring semester for Fall courses. Students who miss these deadlines will receive a permanent grade of WF (which will be computed as an F in the GPA).

☐ Graduate students must complete the outstanding course requirements within one year or receive a permanent incomplete grade of N. (Mannes and Parsons graduate students receive a permanent grade of WF after one year.)

PLEASE NOTE: Students should consult with Academic, Financial Aid, and/or International Student advisors before requesting a grade of incomplete. An incomplete grade will affect academic standing and may result in probation; it may jeopardize eligibility for institutional, state, or federal financial aid or, for international students, immigration status.

STUDENT NAME: _____ ID: _____
(PLEASE PRINT CLEARLY)

COLLEGE: _____ DEGREE: _____ MAJOR: _____

COURSE MASTER NUMBER: _____

COURSE TITLE: _____

TERM AND YEAR COURSE WAS TAKEN: _____

REASON FOR REQUESTING GRADE OF INCOMPLETE: _____

DESCRIPTION OF OUTSTANDING WORK: _____

DATE WORK MUST BE COMPLETED: _____
MONTH/DAY/YEAR

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

ASST DEAN SIGNATURE (LANG and MANNES ONLY): _____ DATE: _____
