

# Saint Michael's College

## GRADUATE PROGRAMS

### REQUEST FOR INCOMPLETE (I) GRADE FORM

**IMPORTANT: THIS FORM *MUST* BE COMPLETED FOR EACH STUDENT REQUESTING A GRADE OF INCOMPLETE (I). RETURN IT TO THE PROGRAM ASSISTANT IN YOUR PROGRAM OFFICE.**

#### "INCOMPLETE" POLICY

A grade of "I" (Incomplete) may be assigned only in the case of a student who, for illness or circumstances beyond his/her control, has missed a final examination or major assignment. If an "I" grade is not made up within six (6) weeks of the beginning of the semester following the assignment of the notation (not counting summer session)\* a "WF" grade is assigned.

*(\*Both Spring and Summer "Incompletes" must be made up within six weeks of the beginning of the Fall semester.)*

Student Name \_\_\_\_\_ Student I.D. No. \_\_\_\_\_  
Last First Middle

Graduate Program \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Advisor \_\_\_\_\_

Reason(s) for requesting an Incomplete grade (*attach separate sheet if necessary*):  
\_\_\_\_\_  
\_\_\_\_\_

Assignment(s) Remaining:  
\_\_\_\_\_  
\_\_\_\_\_

Agreed date for completion of course work: \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

#### FOR THE INSTRUCTOR:

If the student does not complete the work, what letter grade would be assigned based on work completed? \_\_\_\_\_

Signature of Graduate Program Director \_\_\_\_\_ Date \_\_\_\_\_

Please send (original) of this form to: Office of the Registrar  
and (copies) of this form to: Student Advisor