

REQUEST FOR INCOMPLETE GRADE

*The temporary grade of "I" may be given at the end of a course if, **for reasons beyond their control**, a student is unable to complete the course work.

*An Incomplete may be given only with the approval of the course instructor, the student's advisor, and the Academic Dean of the course requested.

*Incomplete work must be completed as follows:

- UG Students in full semester courses have until the end of the next semester (not counting Summer) to complete the incomplete unless otherwise indicated by the instructor.
- UG Students in sub-term or 7-week courses have until the end of the next sub-term (not counting Summer) to complete the incomplete unless otherwise indicated by the instructor.
- UG Students enrolled in full semester courses in the Summer have until the end of Fall to complete their incomplete unless otherwise indicated by the instructor.
- UG Students enrolled in sub-term courses in the Summer have until the end of the following sub-term to complete their incomplete unless otherwise indicated by the instructor.

*If the work is not completed within the time specified, the registrar's office will assign the grade awarded by the instructor based on the work completed to date. When students withdraw or take a leave of absence, all outstanding temporary grades (NR or I) will be converted to permanent grades based on the instructors' assessments of work completed as of the date of withdrawal.

(1) To be completed by the student:

Student Name: _____ ID #: _____ Date: _____

Course Information:

Year: _____ Term: _____ SubTerm (if applicable): _____

Discipline: _____ Number: _____ Section: _____ Title: _____
(Ex:BUAD) (Ex:202) (Ex:WA)

Reason for request (justification):

(2) To be completed by the Instructor:

Deadline for completion (see above): _____

Description of work to be completed:

Approval of Instructor: _____ Date _____

(3) Approval of Advisor: _____ Date _____

(4) Approval of Dean of Course: _____ Date _____

The student is responsible for obtaining and compiling all permissions on this form.

You may bring completed form to the Office of the University Registrar.

If you are sending this electronically to registrar@marybaldwin.edu, please make sure to have **ALL required email approvals in ONE email submission**. We will not keep track of separate email approvals.