



DONNELLY COLLEGE

Application for Incomplete Grade

(See back for policy and procedures)

Section I – Student Personal Information

Student Number

Last Name

First Name

Section II – Request for Incomplete

Course Number

Section

Course Name

Year/Term

Instructor

This course is a prerequisite to the following courses: _____

Reason for Request – attached note from physician and/or additional documentation if necessary.

Date of Request _____

I have read the incomplete grade policy and procedures and understand that this incomplete course must be finished by the completion date indicated on this form. If the work for the Incomplete is not finished, the "I" grade will be converted to an "F" and computed as a failing grade in the GPA. I also understand that I will not be able to enroll in any course that has a prerequisite to this incomplete course.

Student Signature

Date

Section III – Instructor Approval

Please indicate the completion date:

Necessary work required to complete the course. Please include a copy of the syllabus with notes of incomplete assignments and maximum points for each assignment.

Student's current grade and total points, not including missing work. _____

Instructor Contact Info (Print name, phone, e-mail, address):

Instructor Signature _____ Date _____

Due Date of Completed Work (3 weeks' time from date of request) _____

Section IV – Dean of the College Approval

Approved _____ Denied _____ Signature/Date _____

Student Consent: _____

Incomplete Grade Policy

The letter grade “I” indicates “incomplete work”. An incomplete grade may be issued at the discretion of the instructor when a minor component of the course has not been completed due to extenuating circumstances. The incomplete may be issued when the missing component of the course may be completed without repetition of the regular work of the course. To receive an “I” the student **must have completed at least two-thirds of the course requirements**. The incomplete grade is used only when, in the opinion of the instructor, there is the expectation that the work will be completed in a timely manner.

To award an incomplete the instructor must provide a copy of the syllabus and a list of the remaining requirements to the Dean of the College with additional copies provided to both the student and Department Director. When the requirements are met and evaluated, the instructor submits the grade to the College Registrar’s Office in order to remove the “I.” Unless an earlier deadline is stipulated by the instructor of the course, an incomplete must be completed within three weeks of the application and the grade submitted to the College Registrar’s Office by the deadline of grade submission otherwise a grade of “F” will be recorded.

Procedures

To request an incomplete grade, the student completes sections I and II and submits the form to the instructor. (If the student is not able to complete the form, the instructor may complete the form on behalf of the student.) If approved, the instructor completes section III. Once the form is completed, the Registrar’s office will e-mail a copy of the approved request to the instructor, student (to the student’s Donnelly e-mail), Dean of the College and Department Director. The original form will be retained in the student file. When the work is completed, the instructor completes the “grade change” form in the Office of the Registrar. Incomplete courses must be finished by the completion date indicated on this form or by the end of the next semester. If the work for the Incomplete is not finished by the completion date, the “I” grade will be converted to an “F” and computed as a failing grade in the GPA. The application must be submitted and approved one business day prior to the end of the semester.