

SHIPPENSBURG UNIVERSITY - REQUEST FOR INCOMPLETE GRADE(S) FORM

INSTRUCTIONS:

The grade of "I" (incomplete) may be requested if you are unable to complete the requirements of a course due to a serious illness, death in the family, or personal emergency (**Note: refer to the "Incomplete Grade" policy in the student handbook**). Remember, substantiating documentation should be obtainable and may be required. You must obtain an approval signature from each instructor indicating she/he will issue an "I" (incomplete) grade. To request an incomplete for a course, submit this form directly to the instructor of the course. If you are unable to complete the requirements for all your courses, submit this form to the Academic Dean of your college. If you are physically unable to secure approval signatures for all of your courses, you must contact your Academic Dean's office. If you do not complete the work for a course in which you received a grade of "I" by the last day of classes before final exam week of the next full semester, you will receive a grade of "F" for that course.

Note: When permission is granted by a faculty member, the approval signature affirms that the remaining assignments/requirement will be communicated to the student.

PART I: To be completed by the student

Student Name (print): _____ SU ID #. _____
(Last Name, First Name)

Requesting incomplete grade for (indicate number of courses, or indicate 'all courses') _____ Term _____
(ex: fall 2014)

Please provide justification for this request: _____

List course(s): include title, course code (department, course, section, CRN), and instructor's name.

NOTE: If incomplete grades are being requested for all courses, the student must obtain each instructor's signature.

Course Code with CRN (ex ENG250-01 CRN:20541)	Course Title (Intro to Literature)	Print Instructor's Name	Permission Granted Instructor's Signature/Date

Student's Signature

Date

PART II: Remember, if this request is for a grade of incomplete in all courses, the student must obtain the signatures of each instructor before submitting this form to their Academic Dean. If you are unable to physically secure approval signatures for all of your courses, you must contact your Academic Dean's office.

Approved

Denied

Academic Dean's Signature

Date

Note: Retain a copy for your records and submit the original to the Registrar's Office.

Revised and effective: 4/2020