

COLLEGE OF MOUNT SAINT VINCENT

Request Grade of Incomplete

Student's Name:

Student ID:

Course Number/Section/CRN: _

Title:

Reason for Requesting the Grade of Incomplete:

Course Requirement(s) to be completed:

The assignment(s) will be delivered/mailed to the
Instructor on

Date

(No later than FOUR weeks into the following semester).

NOTE: 1) **The request must be made in triplicate:** (for the Chairperson, Instructor and Registrar)

2) **Arrangements for the "Incomplete" grade must be made and a copy of this form submitted to the registrar, before the last day of class**

3) **The Instructor may assign the "I" grade only to those students who have submitted the request form _____**

Instructor Approval and signature

4) **The Instructor must submit the final grade (A, A-, B+, B, B-, C+, C, C-, D, F) within FOUR weeks of the following semester**

Dean of the Undergraduate College