

# Request for Incomplete Grade Form



## STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

## REQUEST FOR GRADE OF INCOMPLETE

1. An Incomplete must be requested prior to the last day of the term as listed on the Academic Calendar.
2. The student must submit the Incomplete Grade Request Form to the course faculty. This form can be found on the Mercy College website (<https://mercycollege.edu/academics/student-records/student-records-forms>).
3. The student must complete 75% of the course assignments/available points to be eligible for an Incomplete.
4. Documentation outlining the extenuating circumstances must be submitted to the course faculty member.
5. The instructor recommends to the Dean the limit for the length of time to complete the Incomplete. If the student does not complete the required work in the agreed upon timeframe, the grade will revert to an "F."

## COURSE INFORMATION

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

Semester and Year: \_\_\_\_\_ Date of Request: \_\_\_\_\_

## JUSTIFICATION FOR REQUESTING INCOMPLETE GRADE

(attach documentation and/or additional information if necessary)

- Absent, Final exam  Emergency (illness, family emergencies)
- Extended Absence due to illness or family emergency
- Other (please explain): \_\_\_\_\_

## FACULTY

Instructor Name: \_\_\_\_\_

- Incomplete Request Approved. Due Date for Submission of Work: \_\_\_\_\_
- Incomplete Request Denied. Not eligible or Other \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document, I understand that I must submit my coursework by the date above, or I will receive a grade of "F" in the course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use Only

## OUTCOME

- All Coursework Completed and Final Grade Change form Submitted. Date: \_\_\_\_\_
- Coursework NOT Completed and Final Grade Converted to "F." Date: \_\_\_\_\_

Office: Office of the Vice President of Academic Affairs

Date: 11/02/2018

Copies to: Student Records, Program Director