

## Incomplete Grade Request Form Virginia Union University

*Instructors must submit this completed form to the department chair at the time the incomplete grade is submitted. A copy of the completed form is subsequently emailed to the student at the email address below*

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Program: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Course Prefix/Number (i.e. SWK 610): \_\_\_\_\_ Course Title: \_\_\_\_\_  
 Term/Year: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

### Student Completes This Section To Request and Qualify for an “Incomplete” Prior to the End of the Course

To Qualify for an “Incomplete” please note: Your progress in a course must have been satisfactory (passing) prior to your request for an Incomplete grade; The circumstances leading to your request must have been beyond your control; You are required to provide documentation to justify your request for an Incomplete

#### Student Section – Please attach documentation

*I request that I be assigned an “Incomplete” (I) for the course indicated above. My reasons for the request are: (Please attach documentation). I realize the implications of being assigned an incomplete grade in this course. I acknowledge the following:*

1. A grade of incomplete may not be removed by repeating the course
2. It is my responsibility to contact my instructor regarding expectations and deadlines for all course requirements
3. I am responsible for meeting the deadline for completion of work set by my instructor. This deadline must not exceed 6 weeks after the completion of the course.
4. Any course requirements not completed at midnight on the deadline will result in a zero grade for those assignments.
5. Failure to complete all requirements by midnight on the deadline will result in the “I” grade automatically converting to a “F” grade.

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

#### Faculty Section – Please attach a copy of syllabus

Request for Incomplete Approved  Request for Incomplete Denied

Estimated current grade in this course: \_\_\_\_\_ Percentage/Points of coursework currently outstanding \_\_\_\_\_

Completion Deadline (not to exceed 6 weeks after the course completion date): \_\_\_\_\_

Description of Assignment	Grading Weight/Points	Deadline

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

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_