



Skyhawk Station

Skyhawk Station, Room 160
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INCOMPLETE GRADE REQUEST

Please read the Grade of Incomplete policy on the back of this form carefully. By signing below, the student and instructor acknowledge their understanding of the policy and agree to abide by it. Please keep a copy of this signed document for your records. **DEADLINE:** This form must be submitted to the Registrar's Office no later than 4:00 pm on the last regular day of classes for the term specified below.

NOTE TO INSTRUCTOR: When the agreed-upon coursework has been completed, please submit a Grade Change Request form to the Registrar's Office indicating the new grade. This form must be submitted by you.

Student Name		Student ID	
CRN	Course Prefix and #	Course Title	Year and Term
Instructor Name		Instructor Campus Phone Number	

Reason for Request (attach supporting documents as necessary)

Outstanding Coursework (required for successful completion of the course)

The above-listed coursework must be completed by the following date: _____

Instructor Signature	Date
Student Signature	Date

Grade of Incomplete Policy

(from the February 2018 Faculty Handbook, Part III, Section 3)

A grade of Incomplete "I" is a student-initiated grade that must have the Instructor's approval.

- a. Appropriate Circumstances
 - i. A Grade if Incomplete is appropriate under the following circumstances:
 - The major part of the course requirements has been met;
 - The student is unable to complete the requirements in the term in which the course is taken for compelling and unforeseen reasons;
 - In the opinion of the Instructor, the student can complete the requirements without repeating the course.
- b. Completion of Course Requirements
 - i. If the course requirements are not completed within one (1) year after the end of the appropriate term, the Incomplete "I" shall revert to an "F" (see Subsection d., "Grade Point Average," for the single exception to this change). The dean (or equivalent) of the school (or other academic unit) in which the course is offered may waive, for good reason, the one (1) year deadline upon petition by the student. If, within the time allotted, the student completes the course requirements, the Instructor shall initiate the grade change by filing a Special Grade Report Form.
- c. Failing to Complete Course Requirements An "I" cannot be removed by registering to repeat the course. When the student cannot complete the course material without repeating the course, he/she should not receive an "I", rather, "W" or "F" would be appropriate.
- d. Grade Point Average (GPA)
 - i. A course for which a student has a grade of "I" at the time of graduation cannot be used to satisfy any graduation or major requirement, and is not counted in units attempted or Grade Point Average. In the event that a student graduates prior to removing the "I," that grade shall remain permanently on his transcript.