



## Incomplete Grade Request Form

An INCOMPLETE may be assigned through the Office of the Registrar only if the instructor and the student have acknowledged all unmet course requirements and established a date of completion not to exceed the 6<sup>th</sup> week of the following regular term (fall/spring).

This is a contract to *complete* the course and a grade must be earned. The student *cannot* withdraw from this course after this contract has been submitted. Upon completion of all course requirements, the instructor will process a change of grade through Banner.

**If all requirements are not completed by the deadline date, the incomplete grade will be converted to an F.**

### PROCEDURE:

1. Completion of this Incomplete Grade Request Form is made prior to the last class or final examination period. All parties must agree to the requirements and terms of this request. It is recommended that both parties retain copies of this agreement.
2. The instructor submits a copy of this incomplete grade form, including agreed upon completion date, to the Office of the Registrar. The Registrar's Office will enter an "I" grade upon receipt of this completed form. A student cannot withdraw from the class once the incomplete has been issued.
3. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THE INSTRUCTOR INFORMED OF PROGRESS DURING THE COMPLETION OF THE COURSE.

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_ **CRN**

**Course Title:** \_\_\_\_\_

**Session/Year:** \_\_\_\_\_

### Completion Requirements (To be completed by instructor and student):

#### Work to Be Completed:

**Anticipated Completion Date:** \_\_\_\_\_

**Incomplete Request Student Approval:** \_\_\_\_\_

*(The Office of the Registrar recognizes type-written signature as authorization when processed through Bryant University email)*

**Incomplete Request Instructor Approval:** \_\_\_\_\_

*(The Office of the Registrar recognizes type-written signature as authorization when processed through Bryant University email)*

\*\*\*Once you have submitted this Incomplete Form, you must contact the CTE at [ctesupport@bryant.edu](mailto:ctesupport@bryant.edu) to inform them of the name of the student, the name and section of the course, and the date that you will need the course open until.\*\*\*