

Bryant University

Incomplete Grade Request Form

An INCOMPLETE may be assigned through the Office of the Registrar only if the instructor and the student have established a deadline for the submission of work. The agreed upon deadline date must be reported to this office:

Usually two additional weeks are given to complete the course.

This is a contract to complete the course and a grade must be submitted. The student *cannot* withdraw from this course after the semester has ended. When the incomplete work has been completed, the instructor should submit a change of grade through banner.

If a change of grade is not submitted before the end of the next regular semester, the incomplete grade will automatically be converted to an F.

PROCEDURE:

1. The student should meet with the instructor to seek approval of the incomplete grade. If unable to meet due to extenuating circumstance the student or instructor may complete the digital incomplete request form. All parties must agree to the requirements and terms of the request.
2. The instructor submits a copy of the incomplete grade form (and agreed upon completion date) to the Office of the Registrar. The Registrar's Office will enter an "I" grade upon receipt.
3. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THE INSTRUCTOR INFORMED OF HIS/HER PROGRESS DURING THE COMPLETION OF THE COURSE.

Student Name: _____

Student ID: _____

Course Number: _____

Course Title: _____

Session/Year: _____

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

Work to Be Completed: _____

Anticipated Completion Date: _____

Incomplete Grade Requested by: _____

Incomplete Grade Instructor Approval: _____

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